



Nagoya University  

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New Faculty Handbook

# Introduction

The present handbook is a revised version of the one published in 2012 to help our new faculty members learn more about teaching and research work at Nagoya University. It has two primary aims:

- To provide new faculty members with the information they need to get started in their work,

and

- To provide basic information on the educational and research environment at Nagoya University.

The handbook provides general information and indicates where to get more details on work rules, information networks, academic procedures, and disaster response — matters that all faculty should be aware of. It is intended to serve as a guide by providing the minimum, yet sufficient, amount of information necessary for the new faculty members to begin working at the University smoothly.

We hope that everyone will find this handbook to be of use for their teaching and research activities.

December, 2020

Center for the Studies of Higher Education

Employee Affairs Division

International Planning Division

Student Affairs Planning Division

Department for Quality Assurance in Higher Education

# The Nagoya University Academic Charter

In recognition of the unique role of seats of learning and their historical and social missions, this document establishes the guiding principles for scholarship at Nagoya University. Nagoya University maintains a culture of free and open-minded academic endeavor and aspires to contribute to the prosperity and happiness of all people through research and education in those fields studying human beings, society, and the natural world. Above all, it aims to foster the harmonious development of humanity and science, to conduct advanced research, and to provide an education that encompasses the full range of the humanities, the social sciences, and the natural sciences. To these ends, we outline below the goals and guidelines for carrying out the required measures for continuing to perform our duties as a leading university.

## 1 . Fundamental Objectives: Research and Education

- (1) Nagoya University, through its creative research, shall pursue truth and produce world-leading intellectual achievements.
- (2) Nagoya University, through an education that values independent thinking, shall foster individuals who possess intellectual courage, the power of rational thought, and imagination.

## 2 . Fundamental Objectives: Contribution to Society

- (1) Nagoya University shall spearhead scientific research and foster individuals capable of exercising leadership both in the domestic and international arenas so they can contribute to human welfare, the development of culture, and global industry.
- (2) Nagoya University shall put to good use the specific qualities of the surrounding community and, through multifaceted research activities, contribute to the development of the region.
- (3) Nagoya University shall promote international academic co-operation and the education of international students. It will contribute to educational and cultural exchange with other countries, especially those in Asia.

## 3 . Fundamental Policies: Research and Education System

- (1) Nagoya University shall study the humanities, society, and nature from an inclusive viewpoint, respond to contemporary issues, and change and enrich its education and research system to generate new values and a body of knowledge based on humanitarian values.
- (2) Nagoya University shall support an education system that inherits and develops intellectual resources cultivated from the world's intellectual traditions. It will promote advanced and innovative education.
- (3) Nagoya University, through disseminating information, exchanging people, and cooperating with institutions in Japan and abroad, shall create the foundation for an international academic culture.

## 4 . Fundamental Policies: University Administration

- (1) Nagoya University shall always support scientific inquiry based on the autonomy and initiative of its members, guaranteeing them the right to freely conduct their research.
- (2) Nagoya University shall ask its members to take part in the formulation and implementation of our foundational principles for research and education and the objectives and policies for administration.
- (3) Nagoya University, aspiring to be an open and accessible university, shall promote both internal and external independent assessment and evaluation of its research, education and administration.

## 名古屋大学を世界屈指の研究大学に

Nagoya University Matsuo Initiatives for Reform, Autonomy and Innovation 2020

**Education**

By promoting a world-class education, we aim to foster courageous intellectual leaders that can contribute to human well-being. We are changing the relationship between Nagoya University and secondary schools.

- **Admitting excellent students:** Improving admission system and establishing admission center
- **Reforming three policies:** Degree conferment, curriculum design & student admissions
- **Improving international compatibility of educational system:** Introducing quarter system and international joint degree programs

**Research**

Inspired by our Nobel laureates, we are committed to the creation & discovery of knowledge through research.

- **Supporting frontier research led by:**
  - "Institute for Advanced Research" for basic research
  - "Institute of Innovation for Future Society" for practical research
  - "ITbM" for WPI program
- **Establishing new research centers:** i.e. WPI-Next
- **Recruiting, retaining & supporting most talented faculty & fostering world-class researchers:** Greater support for women, non-Japanese & early-career



# NU MIRAI 2020

**International**

We are developing a university that attracts the best students, faculty & staff from around the world & contributes to creating a more sustainable society. In particular, we seek to work closely with countries in Asia.

- **By 2020:**
  - Increasing number of international students to 3000
  - Increasing internationally experienced faculty members to 650
  - Increasing domestic students studying abroad to 1000
- **Increasing international students enrolled in English-taught curriculum & number of English-taught courses:** i.e. G30 NEXT
- **Implementing strategies with focus on Asian countries:** i.e. Asian Satellite Campus & ASEAN Net PLUS

**University-Industry Collaboration**

As a core university located in one of the world's most dynamic industrial clusters, we conduct research and pursue innovation that contributes to value creation for betterment of society.

- **Establishing a new "industry-academia-government collaboration" to implement open innovation:** Establishing new research center on gallium nitride (GaN) & "Future Integrated Electronics Research Center"
- **Fostering people who contribute to society:** Increasing entrepreneurial education & industry-academia collaboration
- **Increasing regional resilience for safety & disaster relief:** Establishing Disaster Mitigation Research Center & new model for industry-academia-government-civil society collaboration

**Organizational Management**

- **Reforming structures of Schools/Graduate Schools:** Strengthening education and research activities through comprehensive evaluation of the fields of engineering, informatics, humanities & social sciences
- **Strengthening financial base:** Raising 10 billion yen fund by 2021, increasing competitive funding, promoting joint research projects through industry-academia collaboration & strengthening hospital activities
- **Improving university-wide communication to more effectively & flexibly assign resources**
- **Collaborating with Asia and wider world to promote gender equality on campus:** Establishing Gender Equality Promotion Center, increasing female faculty members to 20% & promoting women in leadership positions



# Nagoya University MIRAI 2020

Nagoya University Matsuo Initiatives for Reform,  
Autonomy and Innovation 2020

## General Vision

Through excellence in its education and research, Nagoya University aspires to become one of the world's leading universities. We aim to do this by first, building on our partnerships throughout Asia; second, increasing innovation by emphasizing collaboration; and third, increasing autonomy in the administration of our university.

## Strategic Aims

To achieve our goals we are focused on the following:

1. By promoting world-class education, fostering intellectual leaders with courage who can contribute to human happiness.
2. Inspired by Nagoya University's Nobel laureates, supporting the creation and discovery of knowledge through research.
3. Based on a long and close relationship with Asia, building a more diverse campus community. In particular, we continue to reduce the gap in gender equality by supporting female students, faculty and staff.
4. Taking advantage of our location in one of the world's most dynamic industrial regions, supporting research and innovation that contributes to the betterment of society.
5. Acknowledging the importance of "shared governance," the President will lead reform of the university administration.

## Education

By promoting a world-class education, we aim to foster fearless intellectual leaders that can contribute to human happiness. Our goals include:

1. Improving quality of education through organizational reform.
2. Reviewing current educational policies, with emphasis on conferring of degrees, design of curriculum, and acceptance of new students. As part of these reforms, we intend to change the relationship between Nagoya University and its affiliated secondary school, as well as its relationship with other secondary schools.
3. Admitting excellent students by improving the entrance examination system and establishing an admissions center.
4. Improving international compatibility of our education system by introducing such changes as a shift from a semester system to a quarter system and an international joint degree program.
5. Introducing an educational quality assurance system.
6. Building on past MEXT projects including the "Leading Graduate School" and "Business Capacity Development Center," establishing a new umbrella organization called the Institution for Academic Development.
7. Collaborating with the private sector, increasing support for non-traditional students and extending opportunities for continuing education.
8. Increasing support for a more diverse student body.

## **Research**

Inspired by our Nobel laureates, we are committed to the creation and discovery of knowledge through research. Our goals include:

1. Led by the “Institute for Advanced Research,” “WPI,” and “Institute of Innovation for Future Society,” continuing to promote cutting-edge research accessible to the widest possible audience.
2. \*Encouraging basic research across all Schools and research centers.
3. Recruiting, retaining and supporting the most talented faculty, in particular women researchers, foreign researchers, and young researchers.
4. Promoting international collaboration in research and education with the world’s best universities through the Academic Consortium 21 (AC21) and other international networks.
5. By promoting international collaboration in research and education in Asia with projects such as the “Asian Satellite Campus,” we seek to become known as an “Asian Hub University.”
6. To improve faculty research, using a system of “University Research Administrators” and encouraging the sharing of university facilities and equipment.

## **International**

We are developing a university that attracts the best students, faculty and staff from around the world and contributes to creating a more sustainable society. In particular, we seek to work closely with countries in Asia. Our goals include:

1. By 2020, improving our campus environment such that the number of international students rises to 3000 and faculty members with international experience grows to 650.
2. By 2020, increasing the number of Nagoya University students studying abroad to 1000.
3. Increasing the number of students enrolled in the full-degree English taught programs (G30) and expanding the number of English-taught classes on campus (G30 Next).
4. Establishing a crisis management system for students, faculty and staff dispatched overseas.
5. Creating a more internationalized environment on campus.
6. Establishing an organization for research on ASEAN (ASEAN Net PLUS).
7. Expanding the “Asian Satellite Campus” project.
8. Promoting internationalization by collaborating with other universities in Central Japan (Aichi Prefecture, Gifu Prefecture, and Mie Prefecture).

## **Academic-Industrial Collaboration**

Taking advantage of its location in one of the world’s most dynamic industrial regions, we support research and innovation that contributes to the betterment of society. Our goals include:

1. For the purpose of “industry-academia-government collaboration” and “open innovation,” establishing a new “Future Integrated Electronics Research Center.”
2. Taking advantage of previous projects, such as the Center of Innovation program (COI), strengthening support for interdisciplinary research.
3. Strengthening Industry-Academia Collaboration by the hosting of Industry-Academia Collaborative Research Courses and Research Centers.
4. Supporting new industries through technology transfer and the fostering of start-up companies.
5. Increasing entrepreneurial education and Industry-Academia collaboration by fostering people who can contribute value to society.
6. Led by the Disaster Mitigation Research Center, increasing regional resilience by establishing a new model for four-party collaboration.

## University Hospital

By serving as a hub, we will strengthen University Hospital activities to lead the next generation in medicine, conduct world-class clinical research and consultation, and foster human resources in medicine. Our goals include:

1. Reforming the organization for strengthening important medical care fields such as cancer, organ transplants, etc.
2. Establishing a “Hospital Development Plan” for a more effective use of space in medicine, such as constructing a cutting-edge Medical Function-Strengthening Building and remodeling the Central Consultation Building.
3. Using our overseas offices, expanding international activities of the University Hospital including a support for endoscopy medical care in Asia and collaborating with Thai Bangkok Hospital.
4. Anticipating the next generation in medical care, strengthening regional medical care collaboration such as promoting activities for the effective use of medical human resources.
5. To promote cutting-edge clinical study as a center of innovative medical technology creation, receiving approval in accordance with the Medical Care Act to become a “Clinical Study Focused Hospital”.
6. Providing safe and secure medical services through strengthening of a monitoring system led by the “Hospital Quality Improvement Promotion Office,” etc. At the same time, we will foster medical human resources who can contribute to quality improvement of medical care.

## Affiliated Secondary Schools

As a national university with an affiliated secondary school, we will evaluate and advance their mission and activities. These actions are expected to contribute to development of the university.

1. By collaborating in educational programs with other high schools, we will reform the admissions system for individual students.
2. Implementing advanced secondary education programs and expanding long-term and short-term exchange student capacity, we will further internationalize the affiliated secondary school.

## Organizational Management

Acknowledging the importance of “shared governance,” the President will lead reform of the university administration. Our goals include:

1. Reforming the structures of Schools/Graduate Schools to strengthen education and research activities through comprehensive evaluation of Engineering, Informatics, Humanities and Social Sciences. In particular:
  - (A) Reorganizing the School/Graduate School of Engineering to foster graduates capable of playing a key role in the global manufacturing industry.
  - (B) Establishing a new School/Graduate School to foster greater diversity among Information-related graduates who can create new social values and help solve the numerous challenges faced by humanity.
  - (C) Reorganizing Humanities-related School/Graduate Schools to foster graduates who understand cross-cultural issues crucial in this era of globalization.
  - (D) Encouraging activities of the Graduate School of International Development to help solve issues on a global scale.
  - (E) To conduct more integrated research, reorganizing the Solar-Terrestrial Environment Laboratory, the Geospace Research Center and Hydrospheric Atmospheric Research Center in to the “Space-Earth Environment Research Center”.
  - (F) Establishing the “Future Materials and System Research Center” to lead innovative research on more efficient energy use.

2. To support those university activities contributing to building a world-class research university, we will strengthen our financial infrastructure. In particular:
  - (A) Securing various financial resources through Industry-Academia collaboration such as external funding from corporate training and joint research projects.
  - (B) Supporting preparation of faculty grant proposals to increase competitive funding and subsidies for research and education.
  - (C) Managing costs in administration, research and education.
  - (D) Strategically distributing resources and using assets to strengthen university activities.
  - (E) To mark the 150th anniversary of the founding of our university, raising a 10 billion yen fund by the year 2021.
  - (F) Establishing a financial strategic team for developing strategies using know-how from both inside and outside the university.
  - (G) Securing university hospital income by strengthening hospital activities.
  
3. Creating a world-class university campus. In particular:
  - (A) Sharing the university's vision for the future after reviewing and implementing the "Campus Master Plan" to ensure the highest quality environment for education and research.
  - (B) Planning and implementing facility management to construct a sustainable university campus.
  
4. We will promote gender equality on campus in collaboration with Asia and the wider world. In particular:
  - (A) Establishing a Gender Equality Promotion Center.
  - (B) Raising to 20% the number of female faculty members (principle investigators and young researchers) and promoting female managers.
  - (C) Creating an organization where employees can maintain a balance between work and child-care.
  - (D) Promoting gender equality through Academia-Industry-Government collaboration.
  
5. We will strengthen administrative infrastructure to achieve the Nagoya University mission. In particular:
  - (A) While acknowledging the importance of "shared governance," effectively and flexibly assigning resources (personnel, budget, facilities and equipment) through the leadership of the President.
  - (B) Using various methods, such as Network Governance, to examine important measures and challenges.
  - (C) Strengthening infrastructure of the administrative organizations that support the management of the university and enhancing management abilities of faculty members' and administrative staff.
  - (D) Establishing IR (Institutional Research) functions, led by the President, to provide university-wide data for evidence-based university management
  - (E) Reforming human resources policy, such as annual salary, cross appointment and the tenure track system
  
6. Implementing an internal control system and new risk management system suitable for an internationalized university, as well as enhancing compliance of members of the Nagoya University community. In particular:
  - (A) Along with pursuing the development and implementation of an internal control system, increasing awareness and enforcing adherence to regulations and guidelines.
  - (B) Strengthening ability to send and receive information about risk, as well as the network through which the information is shared.
  - (C) Deploying staff and strengthening collaborations with risk management specialists.
  - (D) Strengthening collaboration with overseas universities and institutions in relation to global risk management.



# Three Education Policies of Nagoya University

## The basic principles of education at Nagoya University and the ideal graduate

The Nagoya University Academic Charter (2000) defines its mission thus: “Nagoya University maintains a culture of free and open-minded academic endeavor and aspires to contribute to the prosperity and happiness of all people through research and education in those fields studying human beings, society, and the natural world. Above all, it aims to foster the harmonious development of humanity and science, to conduct advanced research, and to provide an education that encompasses the full range of the humanities, the social sciences, and the natural sciences.”

The main objectives of research and education, as put forth in the basic philosophy of the Academic Charter, are:

1. Nagoya University, through its creative research, shall pursue truth and produce world-leading intellectual achievements; and
2. Nagoya University, through an education that values independent thinking, shall foster individuals who possess intellectual courage, the power of rational thought, and imagination.

Consistent with the basic philosophy of its Academic Charter, and as one of Japan’s core universities, Nagoya University has contributed to building a rich culture and advancing science and technology through its creative activities in education and research. While producing leading world-class research, such as that of our six twenty-first century Nobel laureates, Nagoya University’s free and open academic tradition has cultivated many talented leaders with an enterprising spirit and who cannot be swayed by existing authority. We strive for public accessibility to provide society with talented people and intellectual achievements.

As mentioned, the ideal Nagoya University graduate is an “individual possessing intellectual courage.” Such a person has a global vision and upholds a sense of responsibility with strong ambition to contribute to society; they gain a broad education and a high-level of expertise; and they contribute to solving the various problems that hinder the well-being of humanity and development of a sustainable society. Nagoya University is trying to cultivate this ideal graduate, with genuine courage and intelligence, and the capacity to shape the future. We provide these “individuals possessing intellectual courage” with enough knowledge and skills, activate their creativity, and encourage a challenging spirit of research. For people possessing such excellent qualities and abilities, Nagoya University focuses on training them through multifaceted academic research activities and a sense of spontaneity.

## Three Policies for Improving the Quality of University Education

Consistent with our mission, Nagoya University has established three sets of guidelines for administering education:

- 1) Diploma Policies – Policies for Certifying Graduation and Conferring Diplomas;
- 2) Curriculum Policies – Policies for Organizing and Implementing Education; and
- 3) Admissions Policies – Policies for Selecting and Admitting Students.

These three sets of policies exist for both undergraduate and graduate program and are disseminated inside and outside the university. The three policies enable current students to understand Nagoya University’s educational objectives. In the broader society where our graduates seek to make their mark, they provide potential employers with a basis for understanding the abilities and attributes of Nagoya University graduates. The three policies manifest their true value through a close, mutual interconnection. Nagoya University integrates them and takes them as the starting point for the fundamental principles of training and education needed to develop the ideal graduate. When reviewing and assessing the education we offer and when trying to improve its quality, we take these policies into account.

## Undergraduate Degree Program

### ◆ Diploma Policy

Policy for Certification for Graduation and Awarding of Degrees

In accordance with the educational goals and standards of each school, Nagoya University certifies graduation and grants an undergraduate degree to students who meet the required qualifications and acquire the necessary abilities. Nagoya University grants degrees to “individual possessing intellectual courage” – those persons possessing true courage and intelligence to shape the future, and who prove that they have developed an inquiring mind with sufficient knowledge, skills, and creativity appropriate for their academic field of study.

Based on the characteristics of their academic field of study, each school has established a standard of educational goals to meet the expectations of society. Nagoya University awards a diploma to students who meet the qualifications and possess the abilities corresponding to the curriculum standard set by each school.

### ◆ Curriculum Policy

Policy for the Organization and Implementation of the Curriculum

Nagoya University educates its students through a systematic curriculum consisting of two pillars: a liberal arts education to nurture a broad and high-level culture, and a specialized education leading to an insatiable and curious mind that can create new knowledge. We implement educational practices and provide academic supervision using the characteristics of each academic field and through the development of curricula combining various teaching styles and encouraging voluntary learning.

As part of its educational goals, each school and department of Nagoya University organizes and implements the appropriate curriculum to develop the qualities and abilities that correspond to the image of the ideal graduate.

### ◆ Admissions Policy

Policy for Selecting and Admitting Students

Nagoya University seeks people in Japan and in other countries to become future “individual possessing intellectual courage”. Based on the characteristics of the academic discipline of each school and department, we conduct an entrance examination to evaluate basic academic skills, the ability to use them, and the willingness and attitude to develop them.

As stated in “The Nagoya University Academic Charter,” we aim to foster “individual possessing intellectual courage.” Nagoya University cultivates the qualities and abilities required to be an “individual possessing intellectual courage” not only through education at university but building on what they learned in secondary school. At Nagoya University, therefore, we are looking for people, inside Japan and in other countries, who have necessary academic skills, the ability to use them, and the willingness and attitude to develop them. Based on the character of each school at Nagoya University, we select individual students using various methods of evaluation in entrance examinations.

## Master's Degree Program

### ◆ Diploma Policy

Policy for Certification of Graduation and Awarding of Degrees

Nagoya University certifies graduation and awards master's degrees to students whose abilities and quality of work satisfy the requirements for graduation in accordance with the educational goals and standards of their graduate school and program. A Nagoya University degree is for those "individuals possessing intellectual courage" —people with the courage and intelligence to shape the future—and testifies to the fact that a student has acquired the advanced knowledge, skills, creativity, and spirit of research needed to succeed in their chosen field.

### ◆ Curriculum Policy

Policy for the Organization and Implementation of the Curriculum

Through a systematic curriculum administered by graduate schools and programs, Nagoya University educates master's students to develop an insatiable intellectual curiosity and independent creativity of thought. Through a combination of various teaching styles, we strive for curricular development and instruction with social relevance, one that trains students to be self-motivated regarding learning and research, and moreover, to become leaders and citizens of the world. We also administer practical education and research guidance that takes full advantage of the strengths in each academic field.

### ◆ Admissions Policy

Policy for Selecting and Admitting Students

Nagoya University seeks students inside and outside Japan who aspire to become future "individuals possessing intellectual courage." We administer entrance examinations to assess applicants based on specialized academic abilities and practical skills—as it pertains to the academic field of the graduate school and program to which they are applying—as well as on their enthusiasm and aptitude for research.

## Doctoral Degree Programs

### ◆ Diploma Policy

Policy for Certification of Graduation and Awarding of Degrees

Nagoya University certifies graduation and awards doctoral degrees to students whose abilities and quality of work satisfy the requirements for graduation, in accordance with the educational goals and standards of their respective graduate school or program. A Nagoya University degree is for "individuals possessing intellectual courage" —people with the courage and intelligence to shape the future—and testifies to the fact that they have cultivated the advanced knowledge, skills, creativity, and spirit of research needed to succeed in their chosen field and as a leader in society.

### ◆ Curriculum Policy

Policy for the Organization and Implementation of the Curriculum

Through a systematic curriculum administered by graduate schools and programs, Nagoya University educates doctoral students to develop an insatiable intellectual curiosity and independent creativity of thought. Through a combination of various teaching styles, we strive for curricular development and instruction with social relevance, one that trains students to be self-motivated regarding learning and research, and moreover, to become leaders and citizens of the world. We also administer practical education and research guidance that takes full advantage of strengths of each academic field.

### ◆ Admissions Policy

Policy for Selecting and Admitting Students

Nagoya University seeks students inside and outside Japan who aspire to become future "individuals possessing intellectual courage." We administer entrance examinations to assess applicants based on specialized academic abilities and practical skills—as it pertains to the academic field of the graduate school and program to which they are applying—as well as on their enthusiasm and aptitude for research.

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# 1 Basic information for work at Nagoya University

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## 1 – 1 Work rules, work hours, time off, etc.

### ◆ The work discretion system is applied to most faculty members.

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In the case of faculty members whose main work activities are research-based, decisions on the execution of work responsibilities and allocation of work times, etc. shall be left to the discretion of the faculty member in question based on a labor-management agreement. (The irregular work hour system is applied in respect to faculty members who carry out medical examinations and treatment at Nagoya University Hospital and to teachers at Nagoya University Affiliated Schools.) Faculty members are permitted significant discretion in respect to their working times, but also have large responsibilities as professionals.

The following are the hours of work, starting and finishing times, and breaks for most administration staff.

- Starting time 8:30
- Finishing time 17:15
- Break time 12:00-13:00

### ◆ Part-Time Work and the Holding of Concurrent Posts

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Faculty and staff members of Nagoya University need to obtain permission in advance in order to carry out part-time work or hold concurrent posts.

The point of contact is the person in charge of Personnel Affairs Section at your school/graduate school.

Part-time work means the “holding of ongoing or regular work for which remuneration is obtained” and refers to “as a general rule work carried out outside regular working hours”.

It is necessary to obtain permission in advance even if no remuneration is received.

Example: Working as a part-time lecturer at another university

Holding a concurrent post means the holding of the following ongoing or regular positions for which no remuneration is obtained.

The holding of a concurrent post is deemed to be part of responsibilities at Nagoya University, and time spent on a concurrent post is handled as regular working hours.

Example:

- Part-time role as a member of a council, etc. for central government or local government bodies, Part-time role at a central government administrative organization, an independent administrative organization, or a national university corporation/part-time role at an organization associated with Nagoya University.
- A role deemed to have a particularly high level of public utility, including roles at public corporations or public utility corporations the goal of which is to promote education, the arts, culture or sports, or a role at a committee for academic societies, etc.

### ◆ Weekly holidays and holidays

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Saturdays and Sundays are weekly holidays. National holidays and the Year-end and New Year holidays (from December 29 until January 3) are also holidays.

### ◆ How to take time off

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In order to take time off, fill in the leave ledger in advance, and submit it to the person in charge of Personnel Affairs Section at your school/graduate school.

If it is necessary to take time off unexpectedly or at short notice, contact the person responsible for the laboratory where you work or for Personnel Affairs Section at your school/graduate school and submit the leave ledger promptly after returning to work.

- Annual leave: 20 days\* (January 1 - December 31; No more than 20 annual days may be carried over to the following year).
  - ※ For the year you are first employed, the number of days of leave depends on the date of your employment.
- Sick leave: up to 90 consecutive days
- Special leave: the main types of special leave are indicated below.
  - Summer: six days (acceptable period from June 1 to October 31)
  - Marriage: five consecutive days
  - Maternity Leave: eight weeks (fourteen weeks in the case of multiple pregnancies) prior to birth of a child, and eight weeks after the birth of a child

- Wife's childbirth: two days
- When raising a child under one year of age and performing tasks deemed to be necessary in order to raise the child in question, such as breast-feeding, or dropping off/picking up the child at a daycare center, etc.: periods of up to 30 minutes, twice per day
- Sick-child: five days (five days a year for one child; 10 days a year for two or more children)
- Caring for parents: five days (five days per year in the case of one parent, and ten days per year in the case of two parents or more)
- Bereavement: One to seven days depending on your relationship to the deceased

### ◆ Childcare Leave

When you plan to take childcare leave, please apply to the person in charge of Personnel Affairs Section at your school/graduate school at least one month prior to the planned starting date for childcare leave (one week in advance in the case of partial childcare leave), clearly stating the dates of the period of childcare leave.

- Childcare leave (unpaid; benefits are paid through employment insurance)
  - A faculty or staff member is able to take a consecutive and fixed period of childcare leave in order to care for one's own or an adopted child in the period from the child's birth or due date (or in the case of a faculty or staff member who has given birth to the child in question, the day after the last day of maternity leave) up until the child's third birthday.
- Childcare-track part-time work (salary is reduced in accordance with the number of shortened working hours)
  - Shorter working hours than the standard prescribed working hours can be taken.
  - A consecutive and fixed period of childcare-track part-time work of at least one month and no longer than one year may be taken in the period from the day on which the child is born (or in the case of a faculty or staff member who has given birth to the child in question, the day after the last day of maternity leave) until the first March 31 after the day on which the child reaches six years of age.

- Partial childcare leave (salary is reduced in accordance with the number of shortened working hours)
  - Leave can be taken in units of thirty minutes up to a maximum of two hours in a single day after the start or before the end of the prescribed working hours.
  - Leave can be taken in the period from the day on which the child is born (or in the case of a faculty or staff member who has given birth to the child in question, the day after the last day of maternity leave) until the first March 31 after the day on which the child reaches six years of age.

### ◆ Family Care Leave

When you plan to take family care leave, please apply to the person in charge of Personnel Affairs Section at your school/graduate school at least one week prior to the planned starting date for family care leave, clearly stating the dates of the period of family care leave.

- Family care leave (unpaid; benefits are sometimes paid through employment insurance)
  - A faculty or staff member is able to take family care leave in order to care for an eligible family member who requires full-time care for a period of two weeks or longer as a result of injury, illness, or physical or mental disability, as a general rule up to a maximum of 186 days from the planned starting date for family care leave.
- Partial family care leave (salary is reduced in accordance with the number of shortened working hours)
  - A consecutive period of leave can be taken in units of one hour up to a maximum of four consecutive hours in a single day after the start or before the end of the prescribed working hours.
  - Leave can be applied for as a general rule up to a maximum of three years from the planned starting date for partial family care leave per eligible family member.

▶ <http://taurus.epe.provost.nagoya-u.ac.jp/space/space-7/dsweb/View/Wiki-41/服務・勤務時間関係>  
[in Japanese]

## 1–2 Pay System

### ◆ Faculty members' pay

Pay for monthly-salaried faculty members is composed of base pay and allowances. The Educational Personnel Base Pay Scale 1 of the “Tokai National Higher Education and Research System Employee Pay Rules” is applied.

The pay of faculty members—to whom the “Pay Rules for Faculty Members Covered by the Annual Salary System including Professors, Associate Professors, Lecturers, Assistant Professors and Research Associates employed by Nagoya University, Tokai National Higher Education and Research System” (hereinafter referred to as the “continuing faculty members covered by the annual salary system”) and the “Tokai National Higher Education and Research System Nagoya University Pay Rules for Faculty Members Covered by the Annual Salary System” (hereinafter referred to as the “faculty members covered by the annual salary system”) apply—is composed of basic annual salary, performance pay, and allowances.

The “Tokai National Higher Education and Research System Nagoya University Pay Rules for Employees Covered by the Annual Salary System” (hereinafter referred to as the “employees covered by the annual salary system”) is applied to designated faculty members, researchers, etc.

▶ [https://education.joureikun.jp/thers\\_ac/](https://education.joureikun.jp/thers_ac/)  
[in Japanese]

### ◆ Procedures for receiving your salary

If you did not submit a “Salary Transfer Request Form (New or Change)” to the General Affairs Department, Personnel Affairs Division prior to being hired, please submit this to the person in charge of Personnel Affairs Section at your department.

If you have any questions about filling in these forms, please ask the Personnel Division, General Affairs Department (internal extension: Higashiyama 2081).

### ◆ Pay day

Pay day is on the 17th of the month as a general rule. End-of-term Allowances and the Diligence Allowance (equivalent to bonuses) are paid on June 30 and December 10. (This is not applicable to faculty members covered by the annual salary system.) The number of months of pay paid in each semester are as follows:

### ◆ End-of-term Allowances and Diligence Allowance (equivalent to bonuses; not applicable to faculty members covered by the annual salary system)

Employee Classification	Half-yearly Bonus	Diligence Allowance	Total
General Faculty and Staff Member	1.275 months	0.95 months	2.225 months

Note: As of June 2021. The amount actually paid varies depending on the length of service and work performance.

### ◆ Raises (not applicable to employees covered by the annual salary system)

Raises for monthly salaried faculty members are given on January 1 every year, and revisions to the basic annual salary and performance pay of faculty members covered by the annual salary system are carried out on July 1 every year. Revisions to the basic annual salary of faculty members covered by the annual salary system are carried out on January 1 of the year after predetermined set ages, and performance pay is carried out on January 1 every year, in accordance with work performance.



# 1-3 Allowances

## ◆ Commuting allowance

### ① Summary

The commuting allowance is paid to faculty and staff members whose one-way commuting distance on foot would be at least 2 km and who normally use public transport or a car, etc. to commute.

### ② Amount paid

○ Employees or faculty members who commute by public transport  
Amount equivalent to fare (Maximum allowance of 55,000 yen)

※ The “amount equivalent to fare” is calculated based on a commuting route and method deemed to be economical and rational.

○ Faculty and staff members who commute by car, motorbike, or bicycle  
The following amounts shall be paid, depending on the commuting distance.

Commuting distance (one way)	Allowance
Less than 5 km	2,000 yen
5 km or more but less than 10 km	4,200 yen
10 km or more but less than 15 km	7,100 yen
15 km or more but less than 20 km	10,000 yen
20 km or more but less than 25 km	12,900 yen
25 km or more but less than 30 km	15,800 yen
30 km or more but less than 35 km	18,700 yen
35 km or more but less than 40 km	21,600 yen
40 km or more but less than 45 km	24,400 yen
45 km or more but less than 50 km	26,200 yen
50 km or more but less than 55 km	28,000 yen
55 km or more but less than 60 km	29,800 yen
60 km or more	31,600 yen

○ Employees who use public transport and cars, etc.  
The combined total of the amount equivalent to fare and commuting allowance for cars etc. is paid to faculty and staff members whose one-way commuting distance on foot would be at least 2 km (the same maximum allowance described above applies).

### ③ Commuting notification

When any of the following applies, please submit a “Commuting notification” to the person in charge of

Personnel Affairs Section at your department within 15 days of the circumstances arising (A “Commuting notification” must be submitted even if your commute is less than 2 km on foot).

○ When you are newly employed as a faculty or staff member (including faculty and staff members recruited from other national universities)

○ If your residential address changes (if you are receiving a housing allowance, please also submit a “Housing notification”)

○ If your commuting route changes

○ If your method of commuting changes

○ If there is a change in the fare amount, etc.

○ If the campus to which you commute changes

※ Documents to attach to the notification

As a general rule, there is no need to attach documents. However, there are cases when we will ask you to submit a copy of your season ticket, etc., in order to verify the content of your notification.

※ Checks on method of commute

Ongoing checks are made on commuting methods. Please ensure you always give notice of your actual circumstances.

### ④ Start and end of provision

○ Start of provision (new)

Provision of allowances begins in the month following the month of the day on which the conditions for receiving such allowance were first satisfied (or in the month in question if the conditions are satisfied on the first of the month). However, if the notification is made after 15 days have passed since such conditions arose, provision shall begin in the month following the month of the day on which the notification was made (or in the month in question if the notification is made on the first of the month). (Irrespective of any provisos, in the case that an allowance is reduced there may be cases when a faculty or staff member is asked to repay the difference)

○ End of provision

Allowances shall be provided until the month in which the conditions for provision are no longer satisfied (or the preceding month if the day on which the conditions are no longer satisfied falls on the first of the month).

※Other

In months when the faculty or staff member does not commute for a single day from the first day to the last day of a month because of business trips, leave, or absence, etc. a commuting allowance will not be paid in respect to the month in question.

◆ **Housing allowance (not applicable to employees covered under the annual salary system.)**

①Summary

The housing allowance is paid to faculty and staff members who pay more than 16,000 yen per month to rent housing (including rooms) to live in themselves.

However, the housing allowance shall not be paid to the following faculty and staff members.

- Any faculty or staff member who lives in staff residence
- Any faculty or staff member who lives in housing that is owned or rented by a spouse who is not a dependent, or by his or her father, mother, father-in-law or mother-in-law, and who lives with such family member

②Amount paid

Allowance paid in respect to	Allowance ※Rounded down to the nearest 100 yen
Homes or rooms in which the faculty or staff member lives	<ul style="list-style-type: none"> <li>• When monthly rent is 27,000 yen per month or less Monthly rent minus 16,000 yen</li> <li>• When monthly rent is more than 27,000 yen (Monthly rent minus 27,000 yen) × 1/2 + 11,000 yen</li> <li>• Maximum allowance: 28,000 yen</li> </ul>

③Housing notification

When any of the following applies, please submit a “Housing notification” to the person in charge of Personnel Affairs Section at your department within 15 days of the circumstances arising.

- If you are newly appointed as a faculty or staff member (including faculty or staff members recruited from other national universities) and you are eligible to receive the allowance

- If your circumstances change such that you become eligible or no longer eligible to receive the allowance

※Entering staff residence causes loss of eligibility to receive the housing allowance.

- If any of the following applies to a faculty or staff member who is receiving the housing allowance:

- If he or she moves home (please also submit a “Commuting notification”)
- If the amount of rent is revised (including cases when rent is reduced)
- If there are any changes to the content of the rental contract

※Documents to attach to the notification Please attach the following documents as necessary.

Notified matter		Documents to attach (copies acceptable in all cases)	Comments
Rental accommodation	Entering accommodation (including when newly hired)	Rental agreement	Check that the agreement had been concluded by the faculty or staff member
	Revision in rent amount	Notice of change in rent amount Rent receipt	
	Departure from accommodation	Certificate of departure	Only in cases when the housing allowance is withdrawn

※Rent

Rent does not include apartment building fees, parking fees, or electricity, gas or water charges, etc.

※Tenant

Even in cases when the housing is rented by a dependent of the faculty or staff member (limited to family member eligible under the dependent allowance), if the faculty or staff member lives in the accommodation in question and pays the rent, he or she shall be deemed to be the tenant.

④Start and end of provision

This is the same as for the commuting allowance.

<Reference> Staff residence

Nagoya University has staff residences for faculty and staff members.

All residences are located in Nagoya City. You can find information about the residences online (on the internal website), including addresses, facilities, dates of construction, photographs, floor plans, maps, site plans, usage charges, and whether or not there are car parks, etc.

If you wish to enter staff residence, please submit a “Request form to enter staff residence” as necessary to the General Affairs Department, Facilities Division, Assets Management Section (the form can be downloaded from the following website). Scores are calculated to assess the levels of housing need in accordance with the criteria for selecting staff requesting residence accommodation, and the applicants with the highest scores are granted accommodation. A large number of applications are received for entry in April, and for this reason the level of housing need is assessed as of March 1 in the previous academic year.

▶ <http://taurus.epe.provost.nagoya-u.ac.jp/space/space-7/dsweb/View/Wiki-41/職員宿舎に入りたい>  
(名古屋大学宿舎一覧)  
[in Japanese]

Inquiries

General Affairs Department, Facilities Division,  
Assets Management Section  
(Ext. Higashiyama 6163, 6162)

◆ **Dependent allowance (not applicable to employees covered under the annual salary system.)**

① Summary

The dependent allowance is paid to faculty and staff members with dependent family members (family members who have no other means of living and who are mostly dependent upon the support of the faculty or staff member).

However, persons who can expect a steady income of 1.3 million yen per year or more cannot be classified as dependent family members. (A family member who receives an income of 108,334 yen or more per month for two or three consecutive months will normally be judged to have lost his or her

eligibility as a dependent family member.)

※ “Steady income of 1.3 million yen per year or more” as “annual income” refers to income over the coming one-year period, rather than income over a calendar year or academic year.

※ “Steady income” means ongoing income received from salaries (including commuting allowance), business income, real estate income, or pension income, etc. Occasional income such as retirement income or occasional payments are not included.

② Amount paid

Scope of dependent family members	Allowance
i) Spouse (including common law spouse)	i) 6,500 yen
ii) A child who is aged 22 or under (until March 31 after his/her 22nd birthday)	ii) 10,000 yen 5,000 yen per child will be added at the start of the academic year in which a child has reached the age of 16, up until the end of the academic year in which the child reaches the age of 22
iii) A grandchild who is aged 22 or under (until first March 31 after his/her 22nd birthday)	
iv) A parent or grandparent aged 60 or older	iii) - vi) 6,500 yen
v) A younger brother or sister up until March 31 falling on or after the day he or she reaches 22 years of age	
vi) A family member with a severe physical or mental disability	

※ “The day he or she reaches 22 years of age” shall mean the day before his or her 22<sup>nd</sup> birthday.

※ In the case of faculty members covered under the annual salary system, additions are made in relation to the regional allowance and half-yearly bonus.

③ Dependent notification

When any of the following applies, please submit a “Dependent notification” to the person in charge of Personnel Affairs Section at your department within 15 days of the circumstances arising.

○ If you are newly employed as a faculty or staff member (including faculty or staff members recruited from other national universities) and you have dependent family members

○ If your circumstances change such that you will

have a dependent family member (birth, retirement, etc.)

○ If your circumstances change such that you will no longer have a dependent family member (dependent finding work, death, etc.)

※ Documents to attach to the notification  
Please attach the following documents, as necessary.

Notified matter	Documents to attach (copies acceptable in all cases)	Comments
Marriage	<ul style="list-style-type: none"> <li>Official copy of part of family register, or official copy of family register</li> <li>If a dependent family member has an income, please attach documents that allow this income to be confirmed.</li> </ul>	<ul style="list-style-type: none"> <li>Documentation that shows the family relationship with the dependent family member</li> <li>Used to confirm income amount</li> </ul>
Birth	<ul style="list-style-type: none"> <li>Maternity handbook (certified by the mayor of the municipality)</li> <li>If a spouse is working, attach the "Certificate of Non-Provision of Dependent Allowance"</li> </ul>	<ul style="list-style-type: none"> <li>Documentation that shows the family relationship with the dependent family member and family member's date of birth</li> </ul>
Dependent family member retires	<ul style="list-style-type: none"> <li>Residence certificate</li> <li>Certificate of Eligibility to Receive Employment Insurance (certificate of unemployment)</li> </ul>	<ul style="list-style-type: none"> <li>Documentation that shows the family relationship with the dependent family member</li> <li>Used to confirm date of retirement, etc.</li> </ul>
Dependent family member finds work	<ul style="list-style-type: none"> <li>Documentation that shows the date of starting work, such as a letter of appointment</li> </ul>	<ul style="list-style-type: none"> <li>Used to confirm date of employment</li> </ul>

※ Other

Recently, there have been cases when a faculty or staff member is made to repay the dependent allowance because he or she failed to provide notice of loss of eligibility to receive the allowance despite dependent family members having income that exceeded the maximum amount.

Please try to maintain awareness of your dependent family members' incomes, and when it is difficult to make a judgment about expected income (in cases such as part-time work or door-to-door insurance sales) please speak to a person in charge of payroll at your dependent family member's employer.

④ Start and end of provision

This is the same as for the commuting allowance.

### ◆ Retirement allowance (not applicable to employees covered under the annual salary system.)

The retirement allowance is paid in accordance with number of years of service, etc. Please ask the person in charge of personnel affairs at your department.

### ◆ Notes on applying for allowance

The dependent allowance, commuting allowance and housing allowance are paid based on an application by the faculty or staff member as soon as the facts have been ascertained. Please submit the relevant documentation within 15 days of your hiring date (or the date on which the relevant circumstances arise) to Personnel Division, General Affairs Department (internal extension: Higashiyama 2026, 2025) via the person in charge of personnel affairs at your department.

- For Tsurumai and Daiko Campus, please submit your application to the Personnel Affairs & Labor Division of School and Graduate School of Medicine (extension: Tsurumai 2920)
- When applying for multiple allowances, a single copy of a residence certificate, etc. can be submitted for use with multiple applications
- Please be aware that if an application is late, the allowance may not be paid for the period in which the application was delayed.
- If your address changes or a change arises in the circumstances of a dependent family member, please submit your mutual aid association member's card along with the allowance application (or health insurance card).
- Information about allowances, including the application forms, can be found at the following website.

▶ <http://taurus.epe.provost.nagoya-u.ac.jp/space/space-7/dsweb/View/Wiki-41/手当関係>  
[in Japanese]

## 1 – 4 Mutual aid association insurance

### (Full-time Faculty or Staff Members: In the case of members of the Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association)

When you are hired as a Nagoya University faculty or staff member (excluding part-time workers), you also become a member of the Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association. From that day, it becomes necessary to pay membership dues, but it also becomes possible to receive the various benefit programs offered by the Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association (such as comprehensive health checks). For more details, please view the Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association website.

▶ <http://www.monkakyosai.or.jp/>

#### ◆ Premiums

Short-term premiums, welfare pension insurance premiums, and retirement pension premiums are deducted from your salary each month. An elderly-care premium is also deducted from the pay of employees between the ages of 40 and 64.

The short-term premiums are premiums for health insurance, while the welfare pension insurance premiums and retirement pension premiums are premiums for pension insurance. The elderly-care premiums are premiums for elderly-care insurance.

#### ◆ Health insurance

The Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association membership card is the new health insurance card. Please submit the “Notice of eligibility to acquire mutual aid association membership”, “Notice of eligibility to acquire long-term mutual aid association membership” and “Declaration of dependents (only if you have dependents)” to the person in charge of the mutual aid association at your department within 30 days of being hired. A membership card will be given to the applicant after the content of the documentation has been checked. Dependents are issued with a separate mutual aid association dependent card.

※ If you have been a dependent of a parent or spouse until now, or entered into national health insurance, please carry out cancellation procedures for the health insurance you have entered until now.

※ Once per year, you will be asked to submit documentation to confirm eligibility for your mutual aid association membership card and mutual aid association dependent cards.

※ If you change address, or a dependent finds work or gets married etc., please carry out the necessary procedures promptly.

※ When you retire, always return your mutual aid association membership card.

#### ◆ Pension

All members of the Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association have been entered into a welfare pension under the unification of employee pensions. If you have already been paying monthly premiums into the national pension, please do not make any more payments from the month you are hired. If you have already paid through a yearly installment, etc., as soon as the fact that you have entered a social security pension is registered at the Japan Pension Service, you will automatically be informed about how to obtain a refund for the overpayment. However, it often takes a long time for this data to be registered, so if necessary please visit a pension office to carry out the necessary procedures.

#### Inquiries

General Affairs Department Employee Affairs Division (Mutual Aid)  
(Ext. Higashiyama 2086)

※ Should any changes arise to your address or dependents, please refer to “1-3. Allowances” and immediately submit the appropriate allowance requests.

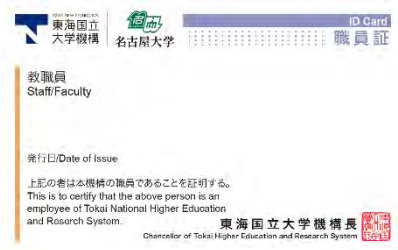
## 1-5 Nagoya University Employee ID Card, Nagoya University ID and password

When you become an employee of the University you will be issued an Employee ID Card. The Employee ID Card is needed to enter buildings with laboratories and lecture rooms, and to enter and loan books from the University Library, as well as to purchase items using research funds at the NU Coop.

If your Employee ID Card is lost or damaged, please inform the person in charge of Personnel Affairs Section at your school/graduate school.

Your Nagoya University ID (two alphabet letters and a 7-digit number) is printed on the back of the Employee ID Card under the barcode. The Information & Communications will mail you a Nagoya University ID Password Notification via on-campus mail. You should promptly change the initial password after receiving the notification. The following webpage gives information on changing your password.

Nagoya University Employee ID Card (front)



Nagoya University Employee ID Card (back)



▶ <http://www.icts.nagoya-u.ac.jp/en/services/nuid/>

The Nagoya University ID number is needed in the following situations.

- Logging on to the Nagoya University portal site (for purposes such as obtaining a list of students enrolled in a course; giving students permission for additional course registration; entering grades; obtaining pay statements; viewing the health-check report; entering information into faculty profiles)
- Using the wireless LAN (NUWNET) on campus
- Using e-journals and databases, etc. when off campus.

## 1 – 6 Confirming phone numbers

An extension number is assigned to each office/lab's phone line. You should contact the person in charge of general affairs at your school/graduate school to obtain the extension number for your office/lab.

- If you are on campus, you can make calls using the extension. You can make calls within the University network free of charge.

All extension numbers have four digits. (Even when numbers are expressed in seven digits, the extension number are the last four digits, and you should only dial those four numbers.)

Use the following numbers to use an extension number for a different campus.

(Higashiyama/Daiko → Tsurumai) 81 + extension  
(Higashiyama/Tsurumai → Daiko) 82 + extension  
(Tsurumai/Daiko → Higashiyama) 85 + extension

- **When calling an off-campus number, first press 0 (zero).**

When you hear the dial tone, enter the number you want to call. Charges for calls outside the university network are deducted from your research funds. (Some charges are categorized by faculty, and others are categorized by course.)

- Calls can be made with an extension from off campus by dialing the following number prior to the extension number.

### Higashiyama Campus Extensions

(Extensions 2000 – 5999): 052-789

(Extensions 6000 – 6299): 052-788

(Extensions 6300~6599, 6700~6999) : 052-747

(Extensions 9650~9799) : 052-559

(Extensions 7000~9649) : For internal use only

Tsurumai Campus: 052-744

### ○Daiko Campus: 052-719

- Please contact the Facility Division of the Administration Department (ext. 4918) to see if you can make an international call

At the same time, it is recommended that you check the internal extension numbers of your colleagues and the offices at your department or course. You can search for the internal extension number of faculty members using the electronic staff records on the Nagoya University internal website. You can also check the internal extension numbers of offices using the Nagoya University inquiries website or the office organization chart on the internal website.

▶ [https://densyoku.jimu.nagoya-u.ac.jp/kyosyokuin\\_search/ELS001.php](https://densyoku.jimu.nagoya-u.ac.jp/kyosyokuin_search/ELS001.php)  
(ID and password required)

▶ <http://web-honbu.jimu.nagoya-u.ac.jp/zaimu/zaseki/index1.html>  
[in Japanese]

▶ [http://en.nagoya-u.ac.jp/contact\\_us/index.html](http://en.nagoya-u.ac.jp/contact_us/index.html)

- Inquire by administrative service  
<http://www.nagoya-u.ac.jp/contact-us/index.html>  
[in Japanese]
- Inquire by school or graduate school section  
[http://en.nagoya-u.ac.jp/contact\\_us/educational.html](http://en.nagoya-u.ac.jp/contact_us/educational.html)
- Inquire by Administration Services division  
<http://www.nagoya-u.ac.jp/contact-us/administration-bureau.html>  
[in Japanese]

## 1-7 Obtaining an e-mail address

Nagoya University faculty and staff members can obtain an e-mail address. E-mail addresses issued by Nagoya University include both university domain e-mail addresses issued by Information & Communications, and e-mail addresses with unique domains issued by each department. Here we explain the university domain e-mail address.

※Please ask the faculty member in charge of handling the e-mail server at your graduate school or school regarding the issuing of e-mail addresses that use a domain unique to your department. These can be issued in addition to a university domain e-mail address.

First, please open the Nagoya University website.

▶ <http://www.icts.nagoya-u.ac.jp/en/services/numail/>

①In order to issue a university domain e-mail address, open the following links and carry out a new online application for a university domain e-mail address. You will be issued with a university domain e-mail address immediately.

▶ <http://www.icts.nagoya-u.ac.jp/en/services/numail/>  
(ID and password required)

Example of university domain e-mail address:  
motoyama.taro@a.mbox.nagoya-u.ac.jp

②You can use the university domain e-mail service on a web browser (“webmail”). Please see the following website in order to make use of webmail.

▶ <https://www2.itc.nagoya-u.ac.jp/zengakumail/>

Please enter the e-mail address and password for the e-mail acquired in ① above. (This is the same password as your Nagoya University ID password.) This allows you to log in to webmail.

③You need to carry out settings in order to use your university domain e-mail address via e-mail software other than the above webmail services (such as Outlook, Thunderbird or Apple Mail). Please see the following website for information about how to carry out settings for each e-mail software service.

▶ <http://www.icts.nagoya-u.ac.jp/en/services/numail/>

④You can forward e-mails received by your university domain e-mail address to another e-mail address. For example, you can receive e-mails sent to your university domain e-mail address via the e-mail address with a unique domain issued by your department.

▶ <http://www.icts.nagoya-u.ac.jp/en/services/numail/>

However, if you want to do the opposite (in other words forward e-mails from an address at a previous university or other e-mail address to your Nagoya University domain e-mail address), you will need to carry out setting changes at your previous university or e-mail service.



# 1–8 Connecting to a Network

## ◆ Connecting with a LAN cable

You must register to connect to the on-campus LAN (NICE). The application should be submitted to the person responsible for managing the network of your school/graduate school. The person will provide you with the necessary information to connect to the network, including the IP address.

There are times when you need to use the MAC address of the computer you have connected when you make your application. You can find out the MAC address of a Windows computer as follows:

1. Start command prompt  
(Start menu > All programs > Accessories > Command prompt)  
(on Windows 8/10 you can also do this by starting Windows PowerShell)
2. Type `ipconfig/all` and press Enter
3. Find “Physical Address” under “Ethernet adapter Local Area Connection”
4. Make a note of the physical address  
(e.g. 00-12-AB-34-CD-56)
5. Type `exit` and press Enter

Please see the following URL for details about using LAN on campus.

▶ <http://www.icts.nagoya-u.ac.jp/en/services/nice/>

## ◆ Connecting to wireless LAN

In order to use NUWNET, you need to register your user information at the “Nagoya University wireless network (NUWNET) users page” and change the password of your Nagoya University ID.

To connect to the on-campus wireless LAN (NUWNET) with IEEE802.1x (WPA2 Enterprise) authentication, select the network SSID “nuwnet1x (5GHz)” or “nuwnet1x” from the list of available wireless networks. After that, enter your Nagoya University ID into the User Name (or ID) field and then your password into the Password field. If your device requires domain authentication, enter “nagoya-u.ac.jp” into the Domain field.

If your device is not compatible with IEEE802.1x authentication, select the network SSID “nuwnet (5GHz)” or “nuwnet” from the list of available wireless networks. After that, launch a browser and go to the Nagoya University wireless network login

page. Enter your Nagoya University ID into the Username (or ID) field and then your password into the Password field. Then click on the “Proceed” button. Once authentication is completed, a connection page will be displayed, completing the connection to NUWNET.

Detailed information about the on-campus wireless LAN can be found on the following webpage (NUWNET):

▶ <http://www.icts.nagoya-u.ac.jp/en/services/nuwnet/>

★Please read the “Nagoya University Information Security Policy” and “Nagoya University Information Security Guidelines”.

### [Notes of caution]

- Do not set a password that can be easily guessed.
- As a general rule, while it is necessary to follow the directions of Information Protection Managers (Article 19 of “Tokai National Higher Education and Research System Rules on the Protection of Personal Information”), taking personal information off campus is not permitted. When you are walking around with computers, etc. containing important information, the utmost care is needed in order to prevent such information being leaked by losing the device in question or forgetting where you placed it.
- Computer virus infections mostly occur via e-mail. There are increasingly clever ways of infecting computers with viruses. In most cases, a false name is used by the sender. Self-defense measures are necessary. For example, even if you are sent an e-mail by a close friend, do not open any suspicious attachments and, if necessary, contact the sender separately to confirm the e-mail.

## ◆ IT Help Desk

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Information & Communications established the “IT Help Desk” to provide centralized support for information services. The “IT Help Desk” aims to contribute solutions to problems that arise in day-to-day work by being a “one-stop help desk” for general matters related to information systems, including the information equipment, networks and information security of university members.

### **[Locations of the IT Help Desk]**

Information Technology Center (1F),  
Higashiyama Campus  
(Information Promotion Department,  
Information & Communications)

#### Opening times

Weekdays: 8:30-17:15  
(excluding Saturdays, Sundays and national  
holidays)  
※E-mails may be sent 24 hours a day.

#### How to make an inquiry

Ext: Higashiyama 6389  
From Off-Campus: 052-747-6389 (Dial In)

Online: <https://qa.icts.nagoya-u.ac.jp/>

E-mail: [it-helpdesk@icts.nagoya-u.ac.jp](mailto:it-helpdesk@icts.nagoya-u.ac.jp)

※Inquiries via web site or email are  
recommended for non-Japanese speakers.

## 1 – 9 Carrying out Yearly Information Security Check and registering an emergency contact e-mail address

Nagoya University operates a safety confirmation system for its members. Under the system, e-mails are sent from the university to its members in emergency situations, such as earthquakes, which allows safety checks to be carried out in accordance with the instructions sent in the e-mails, and emergency information to be sent out by the university. Members of the university must make sure they carry out Yearly Information Security Check, and register an emergency contact e-mail address. When you have changed your e-mail address after changing your mobile phone, etc., you need to register your new e-mail address as follows: [NU Portal → ICT Services → Mail → Register your mail-address for emergencies]

When registering your emergency contact e-mail address, please choose an e-mail address that you can access at home using a mobile phone, etc. in the event of a natural disaster.

E-mails sent by the safety confirmation systems are sometimes blocked under the spam settings of a mobile phone. Please adjust your e-mail settings so that you accept e-mails from no-reply@jecc.jp and do not automatically block all e-mails containing URL links in the main text.

Training on use of the safety confirmation system is carried out twice per year as part of disaster preparation drill. In this training, please check that the e-mails from the safety confirmation system arrive at your registered e-mail address, and that you can access the URL link contained in the e-mail in order to input your safety status.

### Inquiries

Disaster Management Office (in Japanese)

Ext: Higashiyama 6040

FAX: Higashiyama 6039

From Off-Campus: 052-788-6040

FAX from Off-Campus: 052-788-6039

E-mail: dmo@seis.nagoya-u.ac.jp

# 1 – 10 How to respond to an earthquake

\* Please be aware of the following in your everyday life as part of preparation for an earthquake.

- Always carry the pocket version of “What to do in a major earthquake” (drafted by Nagoya University Disaster Management Office), which is distributed to all employees and faculty members.
- Fix shelves, etc. in your workplaces. Check for sources of danger around you.
- As far as possible, prepare safety helmets and other safety equipment in workplaces. Please place them in places that can be accessed extremely quickly (near the laboratory entrance, etc.).

\* Please do the following in the event of an earthquake.

1. Emergency earthquake warning will be made via announcement speakers on campus, mobile phone, television and radio, etc., so please stop all lectures or experiments and listen to the announcements when they occur. Once an early earthquake warning alarm goes off, it will take anywhere between a few seconds to a minute or so until strong shaking begins.

2. Immediately move away from any dangerous locations.

Examples: large appliances, large experimental equipment, glass that may shatter, dangerous items used during practical lessons, brick walls, telegraph poles, vending machines, showcases, large products, etc.

3. Crouch in a relatively safe location. Also tell the students to do the same.

- Crouch on a stairway landing, or nestle against a large pillar.
- Protect your head and watch out for falling objects (wear a safety helmet, or protect your head with a bag, etc.)

4. Once the shaking stops, watch out for after-shocks, and do the following:

- Check the safety of everyone around you (students and other faculty or staff members).
- Turn off all electricity and gas switches.
- Do not use the elevator, and use the stairs to go downstairs. Once you have left the building, relocate to a safe place.
- If you discover a fire or accident, please call the main security guard station (extension: 110 or 119; from an external number or mobile phone: 052-789-2111). Warn people around you in a loud voice, and please try to put the fire out early if it is safe to do so. If you find an injured person, let people around know in a loud voice, and help with emergency aid.

5. Go to an evacuation site in accordance with the evacuation route set out at each department and building, or evacuate to a safer location. If there are students nearby, lead them to the evacuation site.

6. As soon as you have confirmed your safety, follow the instructions of the university. Please try to find out about the earthquake (via television, radio, internet, etc.). Try not to get distracted by rumors.

7. Please use the following methods to inform your family and the university that you are safe.

- NTT's Disaster Emergency Message Dial (171), or a disaster-use message board on your mobile phone
- The Nagoya University safety confirmation system (see section 1-9)

8. If you experience an earthquake while working at the university, please act in accordance with the university's instructions. In the event of a disaster, the self-defense fire brigade operates at Nagoya University, so please follow their instructions.

## 1 – 11 Receiving online training

It is compulsory for all faculty and staff members at Nagoya University to take the “Yearly Information Security Check” and “e-Learning Tutorial for the Appropriate Use of Public Funds” programs every academic year. You can log in to the Nagoya University portal site and take these programs online.

The programs can also be taken on a computer at off campus locations, such as at home.

### ◆ Yearly Information Security Check

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▶ <https://portal.nagoya-u.ac.jp>  
(ID and password required)

#### Inquiries

Information and Communications Support Department [IT Help Desk]  
(Ext: Higashiyama 6389)

### ◆ e-Learning Tutorial for the Appropriate Use of Public Funds

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▶ <https://misuse-prevention.icts.nagoya-u.ac.jp/portal>  
(ID and password required)

※The “e-Learning Tutorial for the Appropriate Use of Public Funds” program can be taken from the day of the notification until the end of each fiscal year. Please be aware that undertaking this training is a condition of applying for public research funds, including Grant-in-Aid for Scientific Research (KAKENHI).

#### Inquiries

Research Planning Division  
(Ext. Higashiyama 2592)  
E-mail: ken-kousei@adm.nagoya-u.ac.jp

# 1 – 12 Personal information protection rules

Along with basic information on students, faculty and staff members, including name, date of birth, gender and address, Nagoya University possesses various other types of personal information. Faculty and staff members must appropriately manage personal information.

Examples: Documents containing grades, answer sheets, graduation theses, master's theses, etc.

※The University Hospital: patient basic information, consultation records, instruction and treatment records, exchanged medical information, etc.

## ◆ Preventing leaks of personal information

Human factors are a major cause of the leak of personal information. To prevent leaks, it is important to be aware of what kind of personal information you are handling at all times.

- ① Check the personal information you are handling and ascertain how it is stored (on paper, electronic media, etc.).
  - ② Check where it is stored and ensure that cabinet, storeroom, etc. where it is stored is locked.
  - ③ If the personal information is on an electronic media such as a computer, be sure to take necessary security measures, e.g. setting a password and encrypting information.
  - ④ Media containing personal information must not be taken off campus unless the information protection manager, the person responsible for managing the information, regards it as necessary.
  - ⑤ When taking electronic media, including computers, off campus, please check whether or not the device contains any personal information, as it is necessary for you to carry out protective measures in advance, such as deleting the personal information, if it does contain such data.
  - ⑥ If there are concerns that personal information was leaked or lost, immediately report this to the appropriate information protection manager and follow that manager's instructions.
- Personal information was actually leaked at the University in the following cases.
- A person brought his bag with a computer containing patient information in his car and his

car was broken into and the bag stolen.

- A person put down his bag with a computer and a USB memory device containing student personal information in a classroom, and left the room. When he returned, the bag had been stolen

★ Please see the Nagoya University, Information & Communications website for more details on information security.

▶ <http://www.icts.nagoya-u.ac.jp/en/security/>

## ◆ Nagoya University personal information protection system

The personal information protection system at Nagoya University is prescribed under the “Tokai National Higher Education and Research System Rules on the Protection of Personal Information”, and the President appoints one University Information Protection Supervisor, under whom Information Protection Managers and Information Protection Officers are appointed.

The Information Protection Manager for personal information related to education, research and healthcare is designated under the internal rules on personal information protection at each department, so please check with the person in charge of general affairs section at your department to find out who the Information Protection Manager is for the personal information you hold, and handle any personal information you hold in accordance with the instructions of the Information Protection Manager.

▶ <http://nutriad.provost.nagoya-u.ac.jp/docs/detail/?re=01&id=3097>

※ The NUTRIAD is a database of translated information so that documents in this database may not be current, nor official.

## 1 – 13 Commuting by car

If you want to commute by car to Higashiyama Campus, please check the website below.

▶ <http://taurus.epe.provost.nagoya-u.ac.jp/space/space-7/dsweb/View/Wiki-41/>名古屋大学東山地区への入構について [in Japanese]

### Inquiries

#### ○Higashiyama Campus

Departments: School/Graduate School  
Management Section or Supplies Section  
Headquarters: Facilities Control Department,  
Safety Support Division  
(Ext. Higashiyama 5757, 6826)

#### ○Tsurumai Campus

School of Medicine, Facilities Management Group,  
Facilities Management Section  
(Ext. Tsurumai 2810, 2811)

#### ○Daiko Campus

Daiko Campus General Administration Division,  
Treasury Section  
(Ext. Daiko 1511, 1514)

## 1 – 14 Using campus nursery schools or daycare centers

Nagoya University has developed a variety of different environments in support of work-life balance and childcare. On campus there are two nursery schools and a daycare center for children of elementary school age. More information is available on the website of the Center for Gender Equality, Nagoya University.

### **Nagoya University Cosmos Nursery School**

▶ <http://www.kyodo-sankaku.provost.nagoya-u.ac.jp/cosmos/index.en.html>

#### **Inquiries**

Nursery School Section, Personnel Division,  
General Affairs Department

(Ext. Higashiyama 3939 Fax Higashiyama 5976)  
E-mail: jinji04@adm.nagoya-u.ac.jp

### **Nagoya University Asunaro Nursery School**

▶ <http://www.kyodo-sankaku.provost.nagoya-u.ac.jp/en/asunaro/>

#### **Inquiries**

Graduate School of Medicine, Personnel Affairs &  
Labor Section 3

(Ext. Tsurumai 2778 Fax Tsurumai 2428)  
E-mail: asu-ho@adm.nagoya-u.ac.jp

### **Nagoya University After-School Childcare Center**

▶ <http://www.kyodo-sankaku.provost.nagoya-u.ac.jp/jst/kids/ccs/pas/english.html>

#### **Inquiries**

Off-Campus 782-5250  
E-mail: nagoya.u-pas@poppins.co.jp

### **Center for Gender Equality, Nagoya University**

▶ <http://www.kyodo-sankaku.provost.nagoya-u.ac.jp/en/>

#### **Inquiries**

E-mail: kyodo-sankaku@adm.nagoya-u.ac.jp



## 1 – 15 Sending post within and outside the university

The cost of sending education and research-related postal items outside the university can be paid for through research funds via the person in charge of general affairs section at your department. Please check where to take your postal items with the person in charge of general affairs section at your department. When doing so, please fill in a “Request to Send Postal Items”, and submit this at the counter along with the postal items. If you are paying through research funds, there is no need to attach stamps. Instead, you need to use a “Postage Deferred Mail” stamp.

If you purchase stamps through research funds, it is necessary to leave a record of use. It is also compulsory to carry out stocktaking in order to confirm the purchase amounts, used amounts and balance at the end of the fiscal year.

When using internal mail, please write this clearly on the front of the postal item. Please write specific details, including the name of the department, building and laboratory, etc. When sending an item to a different campus, please write the campus name. Please try to reuse envelopes as often as possible.

## 1 – 16 Garbage disposal and smoking areas

Nagoya University has set forth rules concerning waste (garbage) disposal on campus. When you are first appointed, it is likely that you will need to dispose of a large volume of garbage after setting up your laboratory, etc. Firstly, please check where the garbage collection locations are at your department using the Environment, Health & Safety Office website below. The days and/or dates on which you can put out the garbage are listed at each garbage collection point. If you need any of the designated garbage bags, please contact the person in charge of general affairs section at your department.

Regarding laboratory waste, please refer to the manual for details on how to collect and dispose of it.

Fill out the necessary forms and put the waste out at the designated place and time.

Please see the following website for details.

▶ <http://web-honbu.jimu.nagoya-u.ac.jp/fmd/index.html>  
[in Japanese]

Smoking is prohibited inside all the buildings at the University. See the following website to learn where you can smoke outside.

▶ [http://www.ehsp.nagoya-u.ac.jp/tabacco/kitsuen\\_map\\_\(20200401\).pdf](http://www.ehsp.nagoya-u.ac.jp/tabacco/kitsuen_map_(20200401).pdf)  
[in Japanese]

## 2 Starting teaching and research activities

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## 2-1 Basic rules on academic/student affairs

### ◆ Academic year:

April 1 – March 31 of the following year

### ◆ Term system:

Nagoya University started operating on the semester and quarter system in AY2018. (Each school / graduate school decides which system to use.)

Spring Semester: April 1 – September 30

Fall Semester: October 1 – March 31 of the following year

※Each semester is divided in half. First half of each semester is called “Spring-1<sup>st</sup>/Fall-1<sup>st</sup> Quarter”. Second half of each semester is called “Spring-2<sup>nd</sup>/Fall-2<sup>nd</sup> Quarter”.

### ◆ Student-free days (the days on which no classes are offered)

These days are Saturdays, Sundays, holidays stipulated in the Act on National Holidays (as a rule, no classes are held on national holidays), and days during the spring, summer, and winter vacations

However classes may be conducted on Saturdays, Sundays and National Holidays if necessary to do so from an educational standpoint.

※Academic year

▶ <http://en.nagoya-u.ac.jp/academics/index.html>

Notes: There is no class on the day just before the National Center Test for University Admissions.

### Academic Calendar

▶ <http://www.nagoya-u.ac.jp/academics/campus-life/calendar/index.html>  
[in Japanese]

### ◆ Class Times

Each class is 2 hours long (90 minutes in practice); some lab/experiment classes are 3 hours long (135 minutes in practice).

The following is the schedule of periods, showing the time slots in which classes are held. Classes that are three hours long, such as labs/experiments, run for two consecutive periods. Some undergraduate schools and graduate schools have a 6th period and 7th period.

1 <sup>st</sup> Period:	8:45 – 10:15
2 <sup>nd</sup> Period:	10:30 – 12:00
3 <sup>rd</sup> Period:	13:00 – 14:30
4 <sup>th</sup> Period:	14:45 – 16:15
5 <sup>th</sup> Period:	16:30 – 18:00
(6 <sup>th</sup> Period: )	18:15 – 19:45
(7 <sup>th</sup> Period: )	20:00 – 21:30

### ◆ Enrollment fee and tuition

- The enrollment fee is 282,000 yen (Undergraduate students and graduate students pay the same amount).
- Tuition is 267,900 yen for the first semester (535,800 yen for the full year). (Undergraduate students and graduate students pay the same amount. However, students attending the Law School pay an annual tuition of 804,000 yen.)

### ◆ Categories of Courses (undergraduate)

- Courses in the undergraduate program consist of the following two types: courses known as Liberal Arts and Sciences courses, and Courses in Specialized Fields.
- Liberal Arts and Sciences courses consist of Basic Courses and Liberal Education Courses, which, as a general rule, are held in the Liberal Arts and Sciences Main Building.

Liberal Arts and Sciences Courses	
Basic Courses	Basic General Education Courses (First Year Seminar, Language and Culture, Health and Sports Science)
	Basic Courses in Humanities and Social Sciences
	Basic Courses in Natural Sciences
Liberal Education Courses	Liberal Education Courses in Interdisciplinary Fields
	Liberal Education Courses in Humanities and Social Sciences
	Liberal Education Courses in Natural Sciences
	Open Courses

- Courses in Specialized Fields consist of Specialized Courses, Related Specialized Courses, and

Basic Specialized Courses.

In addition, Graduate School Common Courses are available to graduate school students.

- Each faculty sets out the number and breakdown of credits needed to graduate.

#### ◆ Categories of Courses (graduate school)

- Each graduate school sets out the course composition, etc. and the number and breakdown of credits needed to complete the courses.

※You can check the rules on graduation requirements for each school or graduate school at the following website.

▶ <http://kisoku.jimu.nagoya-u.ac.jp/kisoku/aggregate/catalog/index.htm>  
[in Japanese]

**For details, please refer to the student handbook at each school or graduate school, or ask the person in charge at the student affairs section.**

#### ※Types of Courses (Liberal Arts and Sciences courses)

Course Type	Course Style	Number of Credits	Course Category
Lecture	2 hours (90 minutes in practice) × 15 weeks	2.0 credits	Basic General Education Courses (Health and Sports Science Lectures), Basic Courses in Humanities and Social Sciences, Basic Courses in Natural Science, Liberal Education Courses in Humanities and Social Sciences, Liberal Education Courses in Natural Sciences, Liberal Education Courses in Interdisciplinary Fields
Seminar	2 hours (90 minutes in practice) × 15 weeks	1.0 1.5 2.0 credits	Basic General Education Courses (First Year Seminars, Languages and Cultures)
Practical Training	2 hours (90 minutes in practice) × 15 weeks	1.0 credits	Basic General Education Courses (Health and Sports Sciences Exercises Practicum)
Experiments	3 hours (135 minutes in practice) × 15 weeks	1.5 credits	Basic Courses in Natural Science (Physics Laboratory Work, Chemistry Laboratory Work, Biology Laboratory Work, Earth Science Laboratory Work)

#### ◆ Grading and GPA system

- Nagoya University has implemented a unified grade evaluation standard for both undergraduate and graduate schools, beginning with students subject to the curriculum for students enrolled AY 2020 and onward.
- The Grading and GPA System is as set forth in the “Rules on Grade Evaluation and the GPA System at Nagoya University” and details of the system are available on the Nagoya University website.

website : [http://en.nagoya-u.ac.jp/academics/campus\\_life/gradeevaluation/index.html](http://en.nagoya-u.ac.jp/academics/campus_life/gradeevaluation/index.html)

- Grade evaluations will be under either a six-level evaluation system (A+, A, B, C, C-, F) or two-level evaluation system (P, NP). F and NP indicate that the course was not passed, and no credit will be given for that course. The level of student achievement in the course is indicated by the evaluation criteria (words) corresponding to the evaluation symbols.
- As part of our policy to promote autonomous learning by students and to increase international standardization of grade evaluation, Nagoya University has implemented the Grade Point Average (GPA) System, which is a system to indicate the average value of grades earned in the registered courses, for undergraduate students subject to the curriculum for students enrolled AY 2011 and onward. The GPA system has not been introduced in the graduate schools except for the Law School.

## ◆ Course evaluation questionnaire

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With the aim of improving instruction, the curriculum, and classroom environments, Nagoya University asks its students to answer a questionnaire for the purpose of assessing teaching and learning. As the results of the questionnaire are given to each instructor as a means of providing feedback, you should make use of them to improve your class.

- When: Once a semester/quarter.
- Target: Students, TAs and instructors for all courses offered under the category of Liberal Arts and Sciences.  
For specialized courses offered at each school, and graduate program courses, targets differ according to the school and graduate school.
- Method: Multiple choice (marking sheets) and free descriptive questionnaires will be used for all courses offered under the category of Liberal Arts and Sciences.  
For specialized courses offered at each school and graduate program courses, questionnaire methods differ according to the school and graduate school.

## ◆ Granting of degrees

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The degrees conferred by Nagoya University (bachelor's, master's, doctoral, and professional degrees) are prescribed under the "Nagoya University Degree Rules", which sets out matters related to the type of degree, the conditions for conferring degrees, degree screening, decisions on the conferment of degrees, and diplomas. Details are prescribed under the degree screening internal regulations at each graduate school.

**Nagoya University Degree Rules can be viewed at the following website.**

▶ <http://kisoku.jimu.nagoya-u.ac.jp/kisoku/act/frame/frame110000284.htm>  
[in Japanese]

## 2-2 How to respond in a lesson when there is a natural disaster

Nagoya University has prescribed how to respond to a natural disaster in the Nagoya University Guidelines for Weather Disaster Prevention (approved by Executive Board, June 13, 2011).

In case a storm warning (“Bofu Keihou”) was issued for the Nagoya city area, all classes, regular exams, etc. by Nagoya University ((including the ones which are conducted other than Nagoya city) scheduled to be held after the issue of the storm warning will be cancelled. Students are not required to attend the University when classes or other events are cancelled in this way.

However, if the warning for the Nagoya city area is lifted by 6:45 a.m., classes will be held starting with first-period classes. While if the warning is lifted by 11:00 a.m., classes will be held as scheduled starting with third period classes.

(Classes and other arrangements of the Graduate School of Law are prescribed separately by the graduate school.)

In the following situations, students must notify the faculty member teaching the class of their absence promptly at a later date.

- As a rule, students who live in areas or who need to commute through areas where storm warnings have been issued are not required to attend the classes, etc.
- If local transportation is halted due to warnings other than a storm warning, or if students feel that they may be in physical danger due to weather disasters, students do not have to make an unreasonable or undue effort to attend the University.

The response of faculty and staff members is prescribed as follows.

※All staff including faculty can take special leave (paid leave in addition to paid annual leave in the case of contract employees or part-time employees, etc.) if it is extremely difficult to come to work because of weather disasters and public transportation suspension caused thereby, or if it would be necessary to leave work early in order to avoid physical injury on the way home. In this case, a decision on whether special leave can be granted shall be made in consideration of the need to avoid danger, the possibility of using alternative modes of public transport, and other individual circumstances.

## 2–3 Inputting a syllabus (course outline)

The systems and procedures for entering a course syllabus (information to be entered, entry method, entry deadline, etc.) depend on the school or graduate school that is offering the class. If you teach both a course under the category of the Liberal Arts and Sciences, and a specialized course offered at each school, you need to log in to the respective syllabus systems.

(\*From 2021 syllabus, some departments use the same syllabus system of Liberal Arts and Sciences courses.)

With regard to Liberal Arts and Sciences courses for the following academic year, the Administrative Office of the Institute of Liberal Arts and Sciences will e-mail you requesting syllabus entry and inform you of the entry method in mid-December. (The entry deadline is early January.) Likewise, you will be notified of the syllabus entry method and deadline for specialized courses offered at each school and graduate program courses via e-mail by the person in charge of educational affairs at your school/graduate school.

If you are taking over a class as a newly-appointed teacher, in most cases you will send the syllabus as a digital file, such as a Word document, to the person in charge of student affairs section at your department before the end of the preceding academic year. (This is because inputting the syllabus on the syllabus system of departments is often restricted on campus.)

From your second year onwards, course instructors need to input the syllabus after logging in directly to the prescribed syllabus input system. Please input the syllabus within the designated period based on the instructions you receive from the person in charge of student affairs section.

In order to input a syllabus, you need to be aware of the rules pertaining to the school or graduate school in question or to each course category and of curricular information. Please obtain student handbooks and academic guides, etc. issued by each school or graduate school in advance and read them carefully.



## 2–4 Teaching support tools and faculty development programs

### ◆ Applying for the faculty mentoring program

The Center for the Studies of Higher Education and the Center for Gender Equality operate a mentoring program for new and young faculty members. The program provides support for the new faculty members to advance as academic professions through exchanges with experienced faculty members. Applications for and inquiries about the mentor program should be directed to the following:

Contact: Center for the Studies of Higher Education (Ext. Higashiyama 5696)  
E-mail: [info@cshe.nagoya-u.ac.jp](mailto:info@cshe.nagoya-u.ac.jp)

### ◆ Using the NUCT system for teaching support

The Information and Communications provides faculty members and students with a teaching support system, Nagoya University Collaboration and Course Tools (NUCT), which helps teachers manage grades, conduct tests and surveys, and distribute course material online. Application for the use of the system can be submitted online. Using the system is optionally and not a compulsory requirement. For specific details on how to use the NUCT, please visit the following website, where you can find several guides including on-line manual in English.

▶ <https://ct.nagoya-u.ac.jp/>  
[in Japanese]

### ◆ Using teaching support tools

The Center for the Studies of Higher Education (CSHE) has developed a variety of support tools to help course instructors such as follows.

- “Seven Suggestions from *Professor Tips: Good Teaching and Learning at Nagoya University*”: This website consolidates suggestions and specific ideas in order to achieve good practices for undergraduate education. The site consists of a faculty inventory, a student inventory, institutional inventory, and so on.
- “Eight Principles for Linking Research and Teaching”: The hallmark of university education is that it involves the production of knowledge rather than simply the communication of knowledge. Linking research and teaching also has a number of advantages in enhancing student learning. This guide draws on examples to illustrate how learning and teaching can be enhanced through enabling students to learn about and participate in the research activities of the university.
- “Example Sentences for writing your Syllabus in English”: This sets out the most simple basic model sentences needed to ensure a minimum level of quality for your syllabus, including important syllabus items such as course aims and objectives, grading policies/criteria, and course content/plans.
- “Minute paper templates”: These note sheets can be handed out at any time during lessons in order to grasp students’ level of understanding or their ideas.

These tools can be viewed on the CSHE website.

▶ [http://www.cshe.nagoya-u.ac.jp/index\\_en.html](http://www.cshe.nagoya-u.ac.jp/index_en.html)

#### Inquiries

Center for the Studies of Higher Education  
Administrative Office  
(Ext. Higashiyama 5696)  
(Integrated Research Building 5F Room 513)

### ◆ Participating in various faculty development programs

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The University runs various programs for faculty development (FD), including new faculty guidance. The Institute of Liberal Arts and Sciences conducts FD program for faculty members teaching Liberal Arts and Sciences courses. This program consists of “General FD” for all faculty members teaching said courses, and “FD for subject areas” for faculty members in charge of each course.

Examples of good practices in the classroom, course evaluation results, etc. are discussed at “FD for subject areas”.

In addition, each school and graduate school conducts its own FD program.

### ◆ Applying for notification service by the Center for the Studies of Higher Education

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The Center for the Studies of Higher Education holds a variety of seminars for faculty development of teaching and research capability.

If you would like to receive seminar information by e-mail, please go to the following website address to complete your registration.

▶ <http://www.cshe.nagoya-u.ac.jp/service/info/>

## 2–5 Entering information in the faculty profile database system “Kyoin-DBS”

NU full-time faculty members are required to enter information on their educational and research activities in the faculty profile database system “Kyoin-DBS”. After you are appointed to your position at Nagoya University and issued with a Nagoya University ID, please open the following website as soon as possible and enter your information. If possible, please enter with both Japanese and English.

▶ <https://ap-profs.provost.nagoya-u.ac.jp/edit>  
(ID and password required)

Kyoin-DBS enables users to obtain educational activities and other information on Nagoya University faculty. The search for personnel can be made by keywords such as field of expertise, affiliation, name and others. The search window of Kyoin-DBS can be accessed from off campus.

▶ <http://profs.provost.nagoya-u.ac.jp/view/index-e.jsp>

### Inquiries

IR strategy Office  
(Ext. Higashiyama 5789)  
E-mail: [iroffice@adm.nagoya-u.ac.jp](mailto:iroffice@adm.nagoya-u.ac.jp)

## 2-6 Research funds

Research funds include “core funding” distributed through Management Expense Grants etc., and “external funding”, such as competitive funding through applications, and funding from the private sector, etc.

### ◆ Types of external funding

The rules that need to be followed differ depending on the type of external funding. In respect to research funds received from the national government or independent administrative corporations, please check the rules set out by each organization in addition to the rules at Nagoya University.

Grants	Grants-in-Aid for Scientific Research See 2-7	A system of competitive grant funding that aims to promote academic research across all fields, from basic research through to applied research, and support research that is creative and pioneering. [Grants-in-Aid for Scientific Research/ Multi-year Fund Scientific Research Grants] (hereinafter referred to as “Kakenhi”)
	Other grants	Systems of competitive funding other than the Kakenhi described above, from central government and public organizations (such as Ministry of Health, Labour and Welfare research grants and NEDO-supported projects), which supports research carried out in line with the objectives of the recruitment.
	Joint research	This system allows Nagoya University to tackle shared research themes as equal partners with a company, national government, or local government etc. based on an agreement.
	Commissioned research	Under this system, Nagoya University carries out research under commission from a company, national government, or local government etc., and reports the results to the commissioning body based on the agreement.
	Donations	Under this system, Nagoya University receives cash or marketable securities, etc. from private companies, groups or individuals in order to develop academic research or education at Nagoya University. ※Nagoya University does not permit donations to be settled as individual expenses. If you have successfully applied for research funding from a research support organization etc., the donations must be received by the university and recorded appropriately in the accounts.

※The university also receives commissioned projects and commissioned researchers. Please see the website for details.

▶ <http://www.aip.nagoya-u.ac.jp/en/researcher/funds/collabo/conjunction/index.html>

Grants, joint research and commissioned Research include both “direct expenses” used for things needed directly in order to carry out the research aims, and “indirect expenses” used by research organizations indirectly for the purposes of carrying out research. There is a general rule that indirect expenses in competitive funding from national government etc. (Grants or Commissioned Research) shall amount to 30% of the amount granted as direct expenses, and the equivalent figure is also 30% in the case of Commissioned Research from companies etc., and 30% in the case of Joint Research. Part of indirect expenses may be distributed to researchers depending on the rules of your department.

### ◆ Information about open applications for external funds

From time to time, the Academic Research & Industry-Academia-Government Collaboration website posts information about open applications for external funding, including overseas organizations. In addition, we may contact you by email.

The Academic Research & Industry-Academia-Government Collaboration gives open briefing sessions and holds mock interviews for a number of competitive funding programs, such as Kakenhi grants and the CREST and PRESTO programs offered by the Japan Science and Technology Agency (JST). The implementation information will be notified by e-mail and posted on the Academic Research & Industry-Academia-Government Collaboration website.

## Information on External Funds

- ▶ <http://www.aip.nagoya-u.ac.jp/researcher/funds/efunds/index.html?offset=0&limit=30>  
[in Japanese]

## Information on Overseas Funds

- ▶ <http://www.aip.nagoya-u.ac.jp/researcher/funds/ofunds/index.html?search=&offset=0&limit=30&search=>  
[in Japanese]
- ▶ <http://www.aip.nagoya-u.ac.jp/researcher/funds/conference/index.html?offset=0&limit=30>  
[in Japanese]

## ◆ Handling of intellectual property rights

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When intellectual property rights arise as part of the research process or results, please contact the Intellectual Property & Technology Transfer Group. Moreover, when intellectual property rights arise based on Commissioned Research funds from national government, etc., there is an obligation to inform the commissioning body.

- ▶ <http://www.aip.nagoya-u.ac.jp/en/researcher/intellectual/>

## 2-7 Grants-in-Aid for Scientific Research

Grants-in-Aid for Scientific Research (hereinafter referred to as “Kakenhi”) is a form of competitive funding across a wide range of fields, from humanities and social science through to natural science, through which grants are awarded to creative and pioneering research after a peer-reviewed screening process.

Nagoya University strongly encourages faculty members to apply for Kakenhi from the perspective of promoting the acquisition of external funding. Please read the following handbook for information of the basic rules regarding Kakenhi.

**“Handbook on the Grants-in-Aid for Scientific Research (KAKENHI) Program – How to Make More Effective Use of the Program (For Researchers) FY2020 Edition”**, Ministry of Education, Culture, Sports, Science and Technology (MEXT)/ Japan Society for the Promotion of Science (JSPS)

▶ <https://www.jsps.go.jp/english/e-grants/data/handbook.pdf>

### ◆ When you have ongoing Kakenhi funding at the time of your appointment at Nagoya University

If you already have ongoing Kakenhi funding as a research representative when you are appointed to your position at Nagoya University, please use the electronic application system to fill in the necessary fields in the “Notice of Change of Institution of Research Representative”, and submit this to the Research Funding Division of the Research Cooperation Department (in charge of Kakenhi). (Please see the following website.)

▶ [http://www.jsps.go.jp/j-grantsinaid/16\\_rule/index.html](http://www.jsps.go.jp/j-grantsinaid/16_rule/index.html)  
[in Japanese]  
Please click “○-10-1 「研究代表者所属研究機関変更届」”  
※ The ○ differs depending on the category of supported project.

### ◆ How to make a new application

Information on making new applications for Kakenhi is released every year in early September, and the deadline for applications to the Japan Society for the Promotion of Science is in early November. Details are notified by the Research Cooperation Department Research Funding Division around September every year. Application methods sometimes change, so please pay careful attention.

Please also be aware of the following when making your application.

① Newly appointed faculty members should obtain a log-in ID, password and researcher number for the e-Rad system (Cross-ministerial Research and Development Management System) from the person in charge of Kakenhi affairs at their department. (If you already have experience as a faculty member at another university and have already obtained a researcher number, you can continue to use the same number. However, you will need to obtain a new log-in ID and password.)

② Please take and complete the “e-Learning Tutorial for the Appropriate Use of Public Funds” course offered by Nagoya University. In order to complete the course, you need to obtain a score of at least 90% on the “Understanding Check Test”. (Completion of this course is a prerequisite for applying for other public funding in addition to Kakenhi.)

③ Applicants need to download a Kakenhi research proposal form from the Ministry of Education, Culture, Sports, Science and Technology website or the Japan Society for the Promotion of Science website, fill in the form, and then submit it to the Japan Society for the Promotion of Science by early November via the “e-Rad Electronic Application System for Projects Funded by Grants-in-Aid for Scientific Research”.

As part of our efforts to support applications, Nagoya University carries out administrative checks on research proposal forms. The procedures etc. for receiving an administrative check are notified by the Research Cooperation Department Research Funding Division when the application period opens.

※ The Academic Research & Industry-Academia Government Collaboration internal website also contains pages dedicated to the topic of how to obtain research funds. “Know-how on scientific research funds” and “Examples of research proposal forms” have been uploaded onto the website, so please feel free to refer to them.

The website also contains a permanent Kakenhi site and posts information related to funding applications, so please also refer to this information.

### **Know-How for Acquiring External Funds**

▶ <http://www.aip.nagoya-u.ac.jp/researcher/funds/acquisition/index.html>  
[in Japanese]

### **Examples of Proposals for Grants-in-Aid**

▶ <http://www.aip.nagoya-u.ac.jp/researcher/funds/procedures/index.html>  
[in Japanese]

### **Administrative rules for Grants-in-Aid for Scientific Research (KAKENHI)**

▶ [http://www.aip.nagoya-u.ac.jp/en/researcher/funds/scientific\\_research/index.html](http://www.aip.nagoya-u.ac.jp/en/researcher/funds/scientific_research/index.html)

#### **Inquiries**

- Kakenhi applications:  
Research Cooperation Department Research Funding Division  
(Ext: Higashiyama 5101)
- e-Learning Tutorial for the Appropriate Use of Public Funds:  
Research Cooperation Department Research Planning Division  
(Ext: Higashiyama 2592)
- Issuing e-Rad login IDs and passwords:  
Research Cooperation Department Research Funding Division  
(Ext: Higashiyama 5464)

## 2-8 Basic rules on the disbursement of research funds

When disbursing research funds, researchers need to recognize the fact that the source of funds is taxation from the general population, remain aware of their accountability in relation to the use of funds, and carry out disbursement appropriately in accordance with the rules.

### ◆ Normally, research funds can be used for the following types of expenses as part of the disbursement of research funds

Facilities and equipment costs	Cost of purchasing instruments and machinery (with durable years of at least one year and a unit cost of 100,000 yen or more), or books (books with ongoing value as reference materials), etc.
Cost of supplies	Cost of purchasing instruments and machinery (with a unit cost of less than 100,000 yen), books (magazines), stationery, reagents, laboratory animals, experimental materials and other supplies
Travel expenses	Cost of trips taken in Japan or overseas by researchers, members of a research project or other research partners in order to collect materials, carry out surveys, hold research meetings, or announce research results, etc., for the purposes of carrying out research
Remuneration and pay, etc.	Cost of remuneration or pay to persons who cooperate with research (through the provision of translation, proof-reading, or specialist knowledge etc.), cost of hiring persons needed to carry out research, or the payment of temporary employment agencies
Other	Cost of printing and binding, telecommunications, transportation, equipment hire, and building rent*; Cost of meetings and equipment repairs*; Cost of carrying out research, including the cost of publishing research results (cost of submitting papers creating websites, and making leaflets, etc.) ※There are cases when the cost of building rent and equipment repairs will not be covered, depending on the type of research funding.

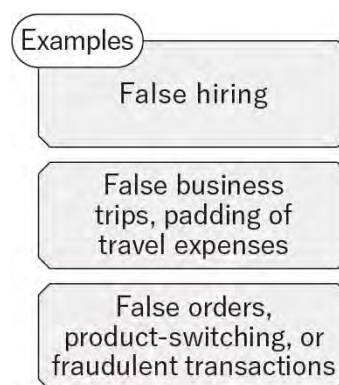
### ◆ Carrying over and reimbursing external funds

As a general rule, grants and commissions from national government cannot be carried over nor used in the following year. However, in the case of Kakenhi, it is possible to carry over funding if there are unavoidable reasons that could not have been predicted at the time the decision was made toward the funding, and if the necessary procedures are carried out. Moreover, funding can be carried over to future years without carrying out procedures if the research theme is adopted under the Multiyear Fund Scientific Research Grants (“Kikinbun”). In the case of Commissioned Research and joint Research, there are cases when funding can be carried over through prior application, depending on the details and conditions of the agreement, so please ask the person in charge of research support section at your department.

If any research funding is left over, please return the funds without trying to carry out unnecessary dispersal in an attempt to use up the funding.

### ◆ Misuse

Drafting fraudulent documents that do not reflect the true situation, submitting these to the university as facts, or causing improper research fund expenditure in the following ways is deemed to be misuse, irrespective of whether or not funds have been privately diverted.



**[Kanryu-Koi]** Act of reclaiming all or part of the pay or travel expenses already paid to students, etc. (Kanryu-Koi) is socially unacceptable, irrespective of whether the student, etc. in question has agreed.



If funding is misused, the researcher will be punished by being ordered to repay the research funds, or through suspension from making funding applications for a fixed period, or criminal procedures. There are also cases when disciplinary measures are implemented by Nagoya University. Researchers who conspire to misuse funds or who receive improper payments will also be disciplined. As the organization to which the researcher in question is affiliated, Nagoya University will also receive penalties, such as a reduction in indirect expenses, or suspension of the allocation of funding to all researchers affiliated to the university for a fixed period.

※If you witness any behavior that you suspect to be misuse, please contact the internal report desk. You can check on details of misuse and internal report desk at the following website.

▶ <http://en.nagoya-u.ac.jp/research/ethic/index.html>

#### ◆ **How to avoid unexpectedly misusing research funds or using research funds in an inappropriate way**

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If there is anything you are unsure about in respect to the use of research funds, please immediately make an inquiry via the following website.

#### **Consulting Desk**

▶ [http://www.aip.nagoya-u.ac.jp/researcher/funds/r\\_funding/consultation/index.html](http://www.aip.nagoya-u.ac.jp/researcher/funds/r_funding/consultation/index.html)  
[in Japanese]

The inquiries office has created the following handbooks to promote the proper disbursement of research funds. You can download these from the website.

▶ [http://www.aip.nagoya-u.ac.jp/researcher/funds/r\\_funding/20180925154822.pdf](http://www.aip.nagoya-u.ac.jp/researcher/funds/r_funding/20180925154822.pdf)  
[in Japanese]

## 2-9 Purchasing items, etc.

### ◆ Granting of order rights to faculty members, etc.

As a general rule, ordering of items should be carried out through the person in charge of accounting section. However, faculty members who have submitted a “Declaration Regarding Orders” may be granted limited authority to place orders.

When ordering items, as a general rule please create an order form and give this to the supplier.

◎ Scope of authority for faculty members to place orders:  
Purchasing goods or contracting services for less than 1.5million yen (the amount permitted for a single order/transaction).

### ◆ Faculty members, etc. who have been granted order rights have the following obligations and responsibilities:

- To execute responsibilities in respect to finance and accounting at Nagoya University in accordance with the applicable laws and regulations, with the care of a good manager
- To bear liability for compensating any losses or damages inflicted upon the university as a result of willful or gross negligence

### ◆ Purchasing items by advance payment

When purchasing items, as a general rule Nagoya University confirms delivery of the item and then pays the supplier directly based on an invoice.

As an exception, under certain circumstances, such as when it is not possible to make a deferred payment, faculty members, etc. are allowed to use their own funds to make a purchase in advance on behalf of the university and will be reimbursed later.

When making advance payment on behalf of the university, please submit the following documents to the accounting staff:

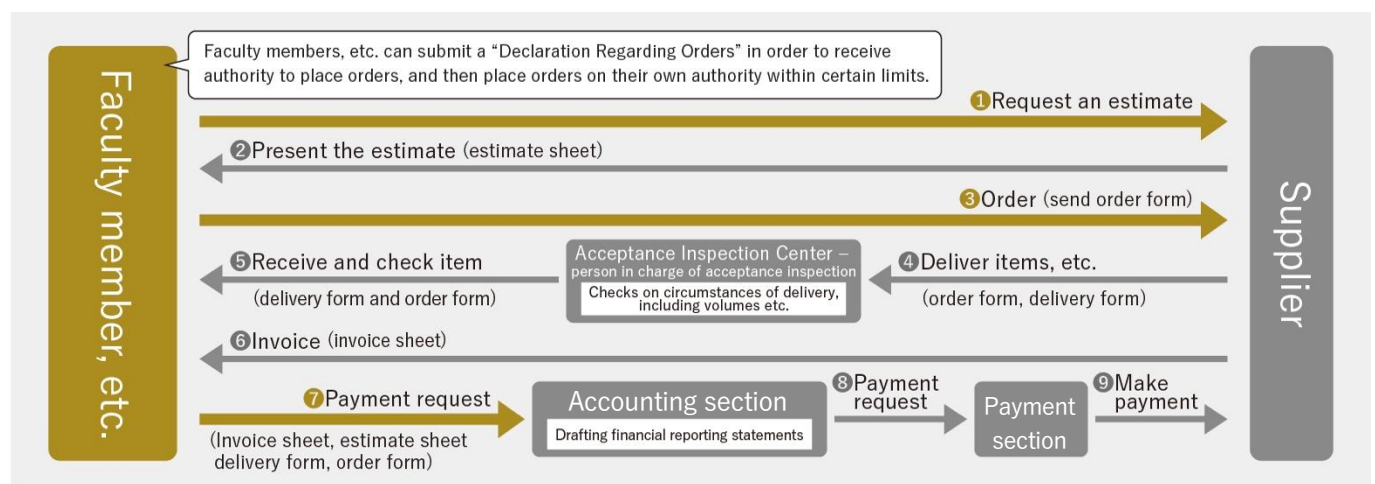
- A reimbursement request form
- Proof that the applicant purchased the items in question (such as a receipt)

### ◆ Acceptance inspection

Always ask a person at the acceptance inspection center to carry out an inspection for purchased items. As a general rule, an inspection is required for all items, with the following exceptions. If an item is delivered at night, please receive an inspection the following day (or at a later date). There are more than 40 acceptance inspection centers located on the university premises. Please ask the person in charge of accounting section for the location of the nearest acceptance inspection center.

Exceptions

- Books (including magazines, newspapers, and regular publications)
- The costs of diagnostic equipment, apparatus, or materials etc. used as part of physician costs at a hospital
- Radioisotopes, nuclear fuel material, gasoline, liquid nitrogen, gases, etc.
- Items with a value of less than 10,000 yen purchase from NU Co-op



## 2 – 10 Business trips

### ◆ Procedures for business trips

Business trips are carried out based on a travel order issued by the manager ordering the business trip. For this reason, before taking a business trip it is necessary to make a business trip application in advance to the person in charge of personnel affairs section at your department by entering application data, such as the purpose of the trip, where you will be traveling to, the duration of the trip, and budget information, etc.

Business trip applications are carried out via the financial reporting system.

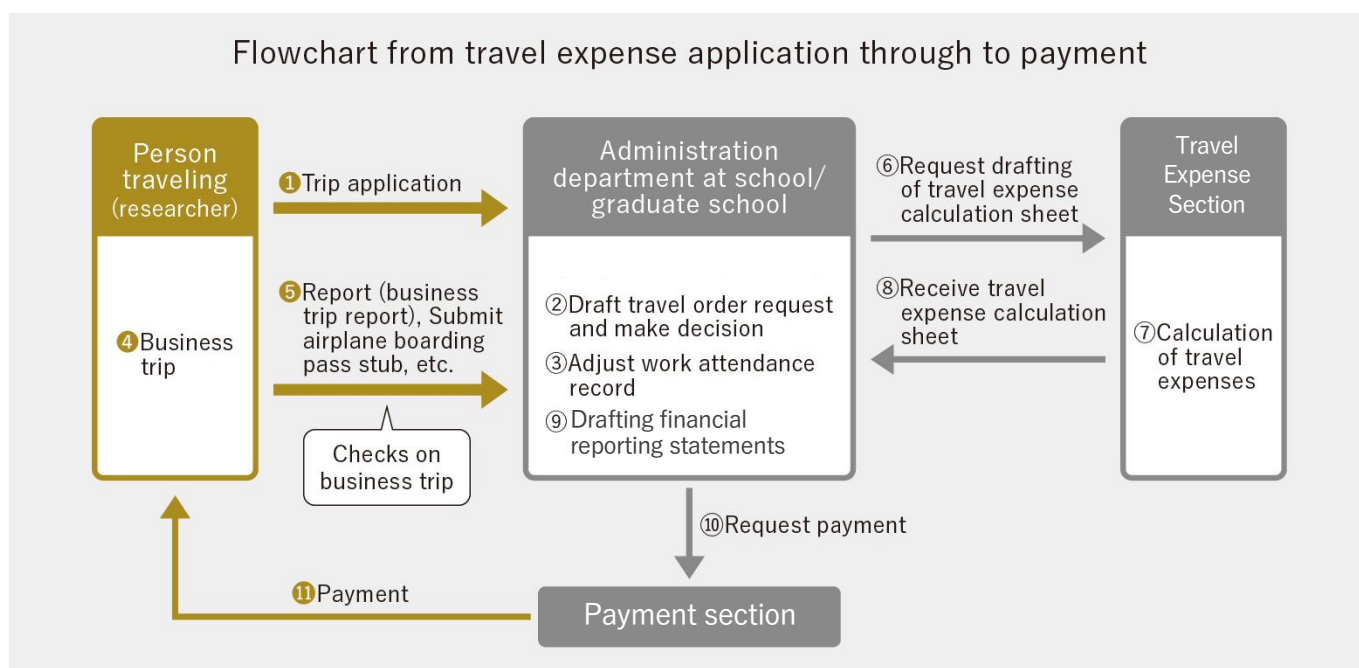
※Please inform the person in charge of personnel affairs section at your department if you receive all or part of your travel expenses from a party other than the university.

### ◆ Procedures after business trips

After your business trip, please promptly fill in the necessary fields and submit a report form (business

trip report) through the financial reporting system. Please specify to the best of your ability your business trip objectives, achievements, destination, accommodation, the people you met, etc. (as specifically as possible). If you went on a business trip and the expenses were covered by external funding, please clarify the business trip's relevance with the research theme and its importance. If you traveled by airplane, please submit a receipt or credit card statement showing the airfare payment and your boarding pass stub (original) to the accounting section.

Travel expenses are composed of transportation costs, a daily allowance (for meals, etc.), and an accommodation allowance (when the trip involves an overnight stay). If you do not need to pay accommodation expenses because you stay at your own home or the home of a friend, or if you receive meals from the host of a meeting, etc., you need to adjust your travel expenses, so please enter the necessary information in the financial reporting system when applying for the trip.



Operation manuals on the financial accounting system, called “Zaikai System”, can be found at the following website.

► <http://taurus.epe.provost.nagoya-u.ac.jp/space/space-7/dsweb/View/Collection-67251>  
[in Japanese]

## 2 – 11 Handling the salaries of research project team members

### ◆ When hiring and paying salaries to research project team members

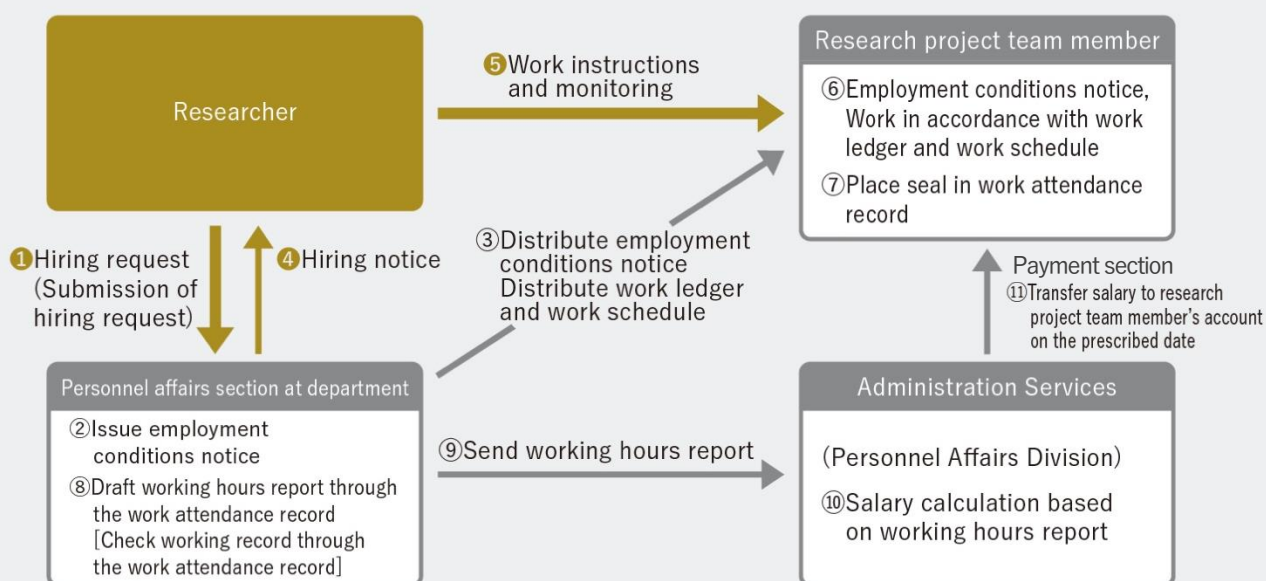
Please submit a hiring request in advance to the person in charge of personnel affairs section at your department. (Please ask the person what documents need to be submitted.)

### ◆ When asking a guest to give a lecture, etc. and paying remuneration

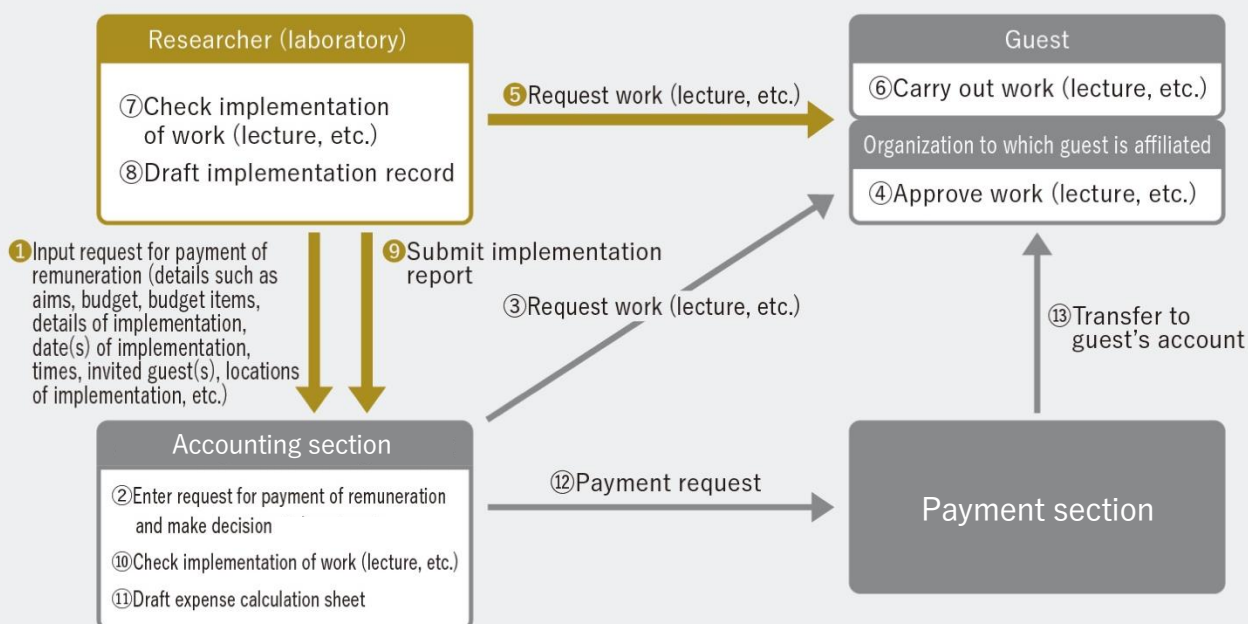
When you want to ask an external party to give a lecture, etc. and pay him or her remuneration accordingly, please submit a remuneration request form through the financial reporting system.

When the lecture, etc. has finished, please enter an implementation report through the financial reporting system.

Flowchart from hiring a research project team member through to payment



Flowchart from asking a guest to give a lecture, etc. through to payment



## 2 – 12 Administrative organizations and administrative support organizations, Nagoya University bulletin board, and organization chart, etc.

Nagoya University's administrative system is composed of Administration Services of Central Administration and the administrative organizations of the departments. Administration Services of Central Administration are composed of five departments - the General Affairs Department, Education & International Affairs Department, Research Cooperation Department, Information Promotion Department and Administration Department, University Library.

Administrative support organizations include the following - Academic Research & Industry-Academia-Government Collaboration; Institute of International Education & Exchange; Information and Communications; Environment, Health & Safety

Promotion; Disaster Prevention & Preparedness; Institutional Research; Campus Management; Department for Quality Assurance in Higher Education. There is also a wide range of other departments.

Nagoya University website contains information about these organizations, an organizational chart for the administrative organizations, a Nagoya University bulletin board, guidance on administrative procedures, online staff directories, and information on how to use meetings rooms and accommodation facilities.

Please see the website if you want to find out about any of the following.

When you want to see notices or guidance on university-wide matters ※Please try to check the latest information regularly	▶ <a href="http://taurus.epe.provost.nagoya-u.ac.jp/space/space-7/dsweb/View/Wiki-42">http://taurus.epe.provost.nagoya-u.ac.jp/space/space-7/dsweb/View/Wiki-42</a> [in Japanese]
When you want to learn about various administrative procedures	▶ <a href="http://taurus.epe.provost.nagoya-u.ac.jp/space/space-7/dsweb/View/Wiki-41">http://taurus.epe.provost.nagoya-u.ac.jp/space/space-7/dsweb/View/Wiki-41</a> [in Japanese]
When you want to find out about a specific faculty or staff member	▶ <a href="https://densyoku.jimu.nagoya-u.ac.jp/kyosyokuin_search/ELS001.php">https://densyoku.jimu.nagoya-u.ac.jp/kyosyokuin_search/ELS001.php</a> (ID and password required)
When you want to use a meeting room or accommodation facilities	▶ <a href="http://web-honbu.jimu.nagoya-u.ac.jp/jimuannai/top_riyou.html">http://web-honbu.jimu.nagoya-u.ac.jp/jimuannai/top_riyou.html</a> [in Japanese] ※Meeting rooms (Toyoda Auditorium/Symposion, Noyori Conference Hall) Accommodation facilities (Symposion, Green Salon Higashiyama, Staff Hall) Off-campus facilities (Tokyo Office)
When you want to find out about university organizations (Administration Services, administrative support organizations, schools and graduate schools, research facilities, etc.)	▶ <a href="http://en.nagoya-u.ac.jp/about_nu/admin/sch/index.html">http://en.nagoya-u.ac.jp/about_nu/admin/sch/index.html</a>
When you want an outline or contact details for an administrative organization	▶ <a href="http://web-honbu.jimu.nagoya-u.ac.jp/zaimu/zaseki/index1.html">http://web-honbu.jimu.nagoya-u.ac.jp/zaimu/zaseki/index1.html</a> [in Japanese]

## 2 – 13 Other information

◆ For information on education, study, examinations and student affairs, please see the following websites

University Library	<p>▶ <a href="https://www.nul.nagoya-u.ac.jp/index_e.html">https://www.nul.nagoya-u.ac.jp/index_e.html</a></p> <p>○ Opening times Weekdays: 8:00 – 22:00 Saturdays, Sundays and national holidays: 8:45 – 22:00</p>
Undergraduate and graduate entrance examination information	▶ <a href="http://en.nagoya-u.ac.jp/admissions/index.html">http://en.nagoya-u.ac.jp/admissions/index.html</a>
Enrollment fee and tuition fee exemptions, and scholarship information	▶ <a href="http://en.nagoya-u.ac.jp/academics/scholarship/index.html">http://en.nagoya-u.ac.jp/academics/scholarship/index.html</a>
Student counseling, mental health counseling, careers counseling, and support for students with disability	▶ <a href="http://gakuso.provost.nagoya-u.ac.jp/english/index.html">http://gakuso.provost.nagoya-u.ac.jp/english/index.html</a>
Careers-related information for students	▶ <a href="http://en.nagoya-u.ac.jp/academics/career/index.html">http://en.nagoya-u.ac.jp/academics/career/index.html</a>
Overseas study support for Nagoya University students	▶ <a href="http://ieec.iee.nagoya-u.ac.jp/en/abroad/index.html">http://ieec.iee.nagoya-u.ac.jp/en/abroad/index.html</a>

For further information, you can download handbooks from the following websites.

### Handbook for Foreign Researchers

▶ [http://www.iech.provost.nagoyau.ac.jp/pdf/forresearcher\\_handbook.pdf](http://www.iech.provost.nagoyau.ac.jp/pdf/forresearcher_handbook.pdf)

### Handbook for International Students

▶ <http://ieec.iee.nagoya-u.ac.jp/en/info/handbook.html>

◆ Please see the following for information on industry-academia-government collaboration, and the protection and use of intellectual property rights, etc.

Industry-academia-government collaboration	▶ <a href="http://www.aip.nagoya-u.ac.jp/en/">http://www.aip.nagoya-u.ac.jp/en/</a>
Export management in relation to security export control	▶ <a href="http://www.aip.nagoya-u.ac.jp/en/researcher/security/">http://www.aip.nagoya-u.ac.jp/en/researcher/security/</a>
Conflicts of interest	▶ <a href="http://www.aip.nagoya-u.ac.jp/en/researcher/management/">http://www.aip.nagoya-u.ac.jp/en/researcher/management/</a>
Program for Leading Graduate Schools	▶ <a href="http://www.leading.nagoya-u.ac.jp/eng/index.html">http://www.leading.nagoya-u.ac.jp/eng/index.html</a>

## 2 – 14 Consultation services

The University provides various services to help students, faculty and staff members who are experiencing problems with student life or their work environment. The following are among the information sources available. Please choose an office to consult in accordance with the nature of our inquiry.

▶ <http://www.nagoya-u.ac.jp/internal/academic/inquiry.html>  
[in Japanese]

Working conditions and other matters related to working environment (including human relations)	Complaints E-mail: <a href="mailto:soudan@adm.nagoya-u.ac.jp">soudan@adm.nagoya-u.ac.jp</a>
Advice on harassment	Harassment Consultation Center ▶ <a href="http://www.sh-help.provost.nagoya-u.ac.jp/">http://www.sh-help.provost.nagoya-u.ac.jp/</a> [in Japanese]
Mental health related matters	Health Administration Office ▶ <a href="http://www.htc.nagoya-u.ac.jp/hokenkanri/">http://www.htc.nagoya-u.ac.jp/hokenkanri/</a> [in Japanese] ▶ <a href="http://www.htc.nagoya-u.ac.jp/wp-content/uploads/2019/09/kokoro-1.pdf">http://www.htc.nagoya-u.ac.jp/wp-content/uploads/2019/09/kokoro-1.pdf</a> [in Japanese]
Consultations on research funds	List of offices to consult in relation to the research fund administrative procedures and rules for using research funds ▶ <a href="http://www.aip.nagoya-u.ac.jp/researcher/funds/r_funding/consultation/index.html">http://www.aip.nagoya-u.ac.jp/researcher/funds/r_funding/consultation/index.html</a> [in Japanese]
Counseling regarding students	Student Services Center ▶ <a href="http://gakuso.provost.nagoya-u.ac.jp/english/">http://gakuso.provost.nagoya-u.ac.jp/english/</a>
Counseling regarding international students	International Education & Exchange Center Advising & Counseling Services (ACS), International Education & Exchange Center (IEEC) ▶ <a href="http://acs.iee.nagoya-u.ac.jp/en/">http://acs.iee.nagoya-u.ac.jp/en/</a>
If you are not sure who to speak with	One-stop Consultation Desk ▶ <a href="http://www.sh-help.provost.nagoya-u.ac.jp/onestop.html">http://www.sh-help.provost.nagoya-u.ac.jp/onestop.html</a>



## 2-15 Internal web pages

Various information and guidance for Nagoya University faculty and staff members is posted on the dedicated internal web pages, which can be found at the Nagoya University homepage. You can access the dedicated internal pages by using the “名古屋大学ポータル” button at the bottom left of the top page.

The screenshot shows the Nagoya University homepage. At the bottom left, there is a navigation bar with several buttons. One button, labeled “名古屋大学ポータル”, is circled in red. A red box with the text “Click here” is placed over this button. Other buttons in the navigation bar include “内部リンク集”, “緊急対応へのリンク”, “サイトポリシー”, and “教員情報検索”. The main content area of the page features various news items, event information, and logos of university departments and research centers.

The screenshot shows the Nagoya University internal portal. The page has a blue header with the NUPORTAL logo and navigation links for “業務”, “NUCT”, “ダッシュボード”, and “ログアウト”. Below the header, there is a search bar and a main content area with several tiles for “e-learning 受講状況”, “学務”, “教員DB (学内)”, “防災”, and “業務その他”. A “業務” dropdown menu is open, showing a list of links. The link “教職員のための業務案内(学内)” is circled in red. A red box with the text “Click here” is placed over this link. Other links in the menu include “教職員のための全学規定(学内)”, “教職員のための全学規定(学外)”, “教職員のための全学規定(学外)”, “外国人研究者”, “施設”, “各種規程”, and “事務職員用”.



**Open Facilities**

- |   |  |
|---|--|
| <b>C4 5</b> Information                           | <b>D4 2</b> Information Plaza  |
| <b>D4 1</b> NU Museum (Furukawa Hall)             | <b>B5 2</b> NU Museum Botanical Garden                               |
| <b>B3 2</b> NU Library (Central Library)          | <b>C2 4</b> 2008 Nobel Prize Exhibition Hall (E and S Building)      |
| <b>B2 6</b> Akasaki Institute                     | <b>D2 10</b> Chemistry Gallery (Noyori Materials Science Laboratory) |
| <b>C2 6</b> Disaster Mitigation Research Building | <b>C4 6</b> Gender Research Library                                  |

**Convention Facilities**

- |   |   |
|---|---|
| <b>D3 5</b> Toyoda Auditorium / Symposion   | <b>E3 1</b> Noyori Conference Hall                                    |
| <b>B4 4</b> Conference Hall (Integrated Research Bldg for Humanities and Social Sciences) | <b>C4 3</b> Kitan Hall (Law and Economics Shared Facilities Building) |
| <b>D2 7</b> Sakata and Hirata Hall (Science South Building)                               | <b>C2 4</b> E and S Hall (E and S Building)                           |
| <b>C3 1</b> Lecture Hall (IB Building)  | <b>C5 3</b> Asian Community Forum (Asian Legal Exchange Plaza)        |
| <b>C2 7</b> Okuma Hall (Okuma Machine Tool Engineering Building)                          |   |

**University Headquarters : Administrative Services**

- |  |  |
|--|--|
| <b>D3 7</b> University Headquarters Building 1           | <b>D4 4</b> University Headquarters Building 2 |
| <b>E4 1</b> University Headquarters Building 3           | <b>D4 3</b> University Headquarters Building 4 |
| <b>C4 1</b> Graduate School of International Development | <b>D3 6</b> Student Support Building           |
| <b>C2 6</b> National Innovation Complex (NIC)            |  |

**Schools / Graduate Schools : Administrative Services**

- |  |   |
|--|---|
| <b>B4 4</b> Administrative Office, Humanities and Social Sciences    | <b>B4 1</b> Administrative Office, Informatics  |
| <b>D2 11</b> Administrative Office, Science / Mathematics            | <b>C2 4</b> Administrative Office (General Affairs and Accounting), Engineering                   |
| <b>C3 1</b> Administrative Office (Educational Affairs), Engineering | <b>E2 1</b> Admin. Office, Agricultural Sciences / Biogricultural Sciences                        |
| <b>D2 2</b> Admin. Office, Environmental Studies Research Ctr.       | <b>F3 7</b> Admin. Office, Pharmaceutical Sciences / Cellular and Structural Physiology Institute |
| <b>F3 3</b> Administrative Office, Research Institutes               | <b>B3 2</b> Administrative Office, NU Library   |

**School of Humanities / Graduate School of Humanities / Graduate School of Letters / Graduate School of Languages and Cultures**

- |   |  |
|---|--|
| <b>B4 3</b> School of Humanities / Graduate School of Humanities Building | <b>A4 2</b> Graduate School of Languages and Cultures Building           |
| <b>B4 1</b> Liberal Arts and Sciences Main Building                       | <b>B4 4</b> Integrated Research Bldg. for Humanities and Social Sciences |
| <b>C4 1</b> Graduate School of International Development Building         |  |

**School of Education / Graduate School of Education and Human Development**

- |  |  |
|--|--|
| <b>B4 5</b> School of Education / Graduate School of Education and Human Development Bldg. | <b>A2 1</b> Affiliated Upper and Lower Secondary Schools |
|--|--|

**School of Law / Graduate School of Law**

- |  |  |
|--|--|
| <b>C4 4</b> School of Law / Graduate School of Law (Law and Economics Shared Facilities Bldg.) | <b>B5 5</b> Law School                 |
|  | <b>C5 3</b> Asian Legal Exchange Plaza |

**School of Economics / Graduate School of Economics**

- |  |
|--|
| <b>C4 2</b> School of Economics / Graduate School of Economics (Law and Economics Shared Facilities Bldg.) |
|--|

**School of Informatics / Graduate School of Informatics / School of Informatics and Sciences / Graduate School of Information Science**

- |   |  |
|---|--|
| <b>A4 3</b> Graduate School of Informatics Building | <b>B4 1</b> Liberal Arts and Sciences Main Building                    |
| <b>C3 1</b> IB Building (Integrated Building)       | <b>D3 3</b> School of Science / Graduate School of Science, Building B |
| <b>C2 6</b> National Innovation Complex (NIC)       |  |

**School of Science / Graduate School of Science**

- |   |   |
|---|---|
| <b>D3 2</b> Building A                        | <b>D3 3</b> Building B                              |
| <b>D2 11</b> Building C                       | <b>D2 9</b> Building D                              |
| <b>D2 5</b> Building E                        | <b>D2 4</b> Building F                              |
| <b>D2 3</b> Building G                        | <b>C3 4</b> Shared Facilities Building              |
| <b>D2 6</b> Science and Agricultural Building | <b>D2 7</b> Science South Building                  |
| <b>D2 8</b> Science Hall                      | <b>D3 1</b> Facilities for Low Temperature Research |



### Institute of Liberal Arts and Sciences

- B4 1 Liberal Arts and Sciences Main Building
- A4 1 Liberal Arts and Sciences Building A

### Asian Satellite Campuses Institute

- E4 1 University Headquarters Building 3

### Institute for Advanced Research

- F3 2 Institute for Advanced Research Hall

### Institute of Transformative Bio-Molecules

- D2 1 ITbM

### Research Center of Health, Physical Fitness and Sports

- E6 1 Research Center of Health, Physical Fitness and Sports
- C3 3 Health Administration Office

### Institute of Innovation for Future Society

- C2 6 National Innovation Complex (NIC)
- F3 4 Materials Research Laboratory for Green Vehicle

### Applied Social System Institute of Asia

- O4 3 Law and Economics Shared Facilities Bldg.

### Kobayashi-Maskawa Institute for the Origin of Particles and the Universe (KMI)

- C2 4 Engineering and Science Building

### Research Institutes / Inter-University Service Facilities

- E3 2 Research Institute of Environmental Medicine
- F3 8 Institute for Space-Earth Environmental Research (Research Institutes Building I)
- F3 9 Institute for Space-Earth Environmental Research (Research Institutes Building II)
- F3 10 Institute of Materials and Systems for Sustainability (Research Institutes Building II)
- D1 1 High Voltage Electron Microscope Laboratory
- F3 9 Center for Integrated Research of Future Electronics, Transformative Electronics Facilities (C-TEFs)
- C3 2 Information Technology Center
- F3 8 Institute for Space-Earth Environmental Research (Research Institutes Building I)
- D4 1 Institute for Space-Earth Environmental Research (Furukawa Hall)
- C1 1 Research Facility for Advanced Science and Technology
- F3 6 Research Laboratory Building
- F3 10 Center for Integrated Research of Future Electronics, Transformative Electronics Commons (C-TECs)

### Inter-Departmental Education and Research Centers

#### Other Facilities

- D1 2 NU Archives (University Headquarters Annex)
- A4 1 Information Media Studies System Center Laboratory
- B4 4 Center for the Studies of Higher Education
- D2 4 Center for Gene Research
- D3 1 IECC Advising and Counseling Services (IB Building)
- E1 1 International Center for Research and Education in Agriculture
- B2 6 Akasaki Research Center
- C2 5 Disaster Mitigation Research Center
- C2 6 Academic Research and Industry-Academia-Government Collaboration (NIC)
- C5 1 International Education and Exchange Center
- C6 3 Center for Asian Legal Exchange
- D3 6 Student Counseling Center
- E2 2 Bioscience and Biotechnology Center
- E3 4 National Composites Center in Japan
- D1 2 Center for Gender Equality
- B4 1 Ability Support Center
- B4 5 Psychological Support and Research Center for Human Development
- C1 4 Synchrotron Radiation Research Center
- F2 1 Cellular and Structural Physiology Institute
- B2 1 Research Facility for Advanced Energy Conversion
- C1 5 Technical Center of Nagoya University Equipment Sharing Promotion Office
- C2 5 Disaster Management Office
- C2 6 Innovative Research Center for Preventive Medical Engineering
- C5 1 International Language Center
- D2 10 Research Center for Materials Science
- D3 6 Career Support Center
- E2 3 Radioisotope Research Center

### Industry-Academia-Government Cooperation Facilities

- B2 3 Incubation Facility
- F3 4 Materials Research Laboratory for Green Vehicle
- B2 4 Venture Business Laboratory
- C2 6 National Innovation Complex(NIC)

### Sports Facilities

- B5 1 Gymnasium / Indoor Swimming Pool
- F4 1 Training Camp Facility
- E5 2 New Gymnasium
- F5 1 Student Activities Complex Administration Building

### Cafeterias / Shops

- B3 2 Starbucks Coffee
- B4 1 Pranzo
- D2 5 Craig's Cafe Seattle Espresso
- C3 1 IB Café
- C2 6 Seattle Espresso Cafe (NIC)
- B2 8 NU CO-OP North - Cafeterias and Shops
- B5 3 South Cafeterias
- B5 5 Amenity House
- D1 4 Green Salon Higashiyama
- F3 10 Cafe de MON CIRFE (C-TECs)
- D3 5 Restaurant Universal Club
- B4 1 reg reg
- C2 2 Cafeteria Nanamitei
- C2 4 Restaurant Chez Jiroud
- F3 7 Labo Shop
- B4 2 C3 1 Family Mart
- B6 4 NU CO-OP South - Cafeterias and Shops
- D1 3 Forest Dining Hall
- C4 6 CAFE BLANC

### Other

- C3 3 Health Administration Office
- C5 2 NU Yakumo Hall
- F2 2 Researchers Village Higashiyama
- B1 1 Student Hall
- E4 2 International Residence Higashiyama

### School of Engineering / Graduate School of Engineering

- C2 4 Engineering and Science Building
- B2 5 Building 1
- B3 1 Building 3
- F2 1 Building 6
- C2 2 Building 7, B Wing
- C1 4 Building 8, South Wing
- B2 2 Aerospace and Mechanical Engineering Building
- C3 1 Creation Plaza (IB Building)
- C3 1 IB Building (Integrated Building)
- B3 3 Building 2
- C2 3 Building 5
- C2 1 Building 7, A Wing
- C1 3 Building 8, North Wing
- C1 2 Building 9
- B2 7 Mechanical Engineering Building
- C2 7 Okuma Machine Tool Engineering Building

### School of Agricultural Sciences / Graduate School of Bioagricultural Sciences

- E1 1 Building A
- E2 4 Lecture Building
- D2 6 Science and Agricultural Building
- E2 5 Building B
- E2 1 Administration Building

### Graduate School of International Development

- C4 1 Graduate School of International Development Building

### Graduate School of Mathematics

- D3 4 Graduate School of Mathematics Building

### Graduate School of Environmental Studies

- D2 2 Environmental Studies Hall
- C2 4 E and S Building
- F3 1 Common Building, Graduate School of Environmental Studies
- B4 1 Liberal Arts and Sciences Main Building
- D2 5 School of Science / Graduate School of Science, Building E

### Graduate School of Pharmaceutical Sciences

- F3 7 Pharmaceutical Sciences Building
- F2 1 School of Engineering / Graduate School of Engineering, Building 6



**Facilities**

**Graduate School of Medicine / School of Medicine**

- Medical Science Research Building 1
- Medical Science Research Building 2
- Medical Science Research Building 3
- Basic Medical Research Building
- Basic Medical Research Building Annex
- Center for Research of Laboratory Animals and Medical Research Engineering (Division for Research of Laboratory Animals)
- Medical Library / Co-op Cafeteria
- Welfare Facility
- Kakuyu Kaikan (Alumni Hall)
- (old) Radioisotope Research Center

**University Hospital**

- Outpatient Building
- Central Consultation Building A
- Central Consultation Building B
- Ward Building
- Residence for Nurses A
- Residence for Nurses B
- Oasis Cube (Welfare facility)
- RMH Nagoya

**Restaurants**

- Restaurant Hananoki (Ward Building 1F) Weekdays 08:00 ~ 17:00 / Sat./Sun./Hols. 11:00 ~ 15:00
- Restaurant Soleil (Ward Building 14F) Weekdays 08:00 ~ 17:00 / Sat. 11:00 ~ 17:00
- Restaurant Kakuyu (Kakuyu Kaikan) Weekdays 11:00 ~ 16:00 / Sat. —
- FOOD SQUARE (Co-op Cafeteria) Weekdays 11:00 ~ 16:00 / Sat. —

**Cafeterias**

- DOUTOR (Oasis Cube) Weekdays 07:30 ~ 19:30 / Sat./Sun./Hols. 09:00 ~ 18:00
- Coffee Shop Tsuru (Ward Building 13F) Weekdays 11:00 ~ 14:30 / Sat. —

**Shops**

- LAWSON (Ward Building 1F) 24 hours
- LAWSON (Oasis Cube) Weekdays 07:30 ~ 19:30 / Sat. —
- Nursing-Care Goods Shop (Oasis Cube) Weekdays 09:00 ~ 17:00 / Sat. —
- LAWSON (Medical Science Research Building 1 1F) Weekdays 08:00 ~ 19:00 / Sat. —
- TSURU MY SHOP (Basic Medical Research Building 1F) Weekdays 08:30 ~ 17:00 / Sat. —

**Bookstore**

- Welfare Facility 1F Weekdays 10:00 ~ 17:00 / Sat. —

**Printing**

- Basic Medical Research Building 1F Weekdays 09:30 ~ 17:00 / Sat. —

**Barber Shop**

- Ward Building 1F Weekdays 09:00 ~ 16:30 / Sat. and 1st Sat. 09:00 ~ 15:00

**Bank ATMs (Automatic Teller Machines)**

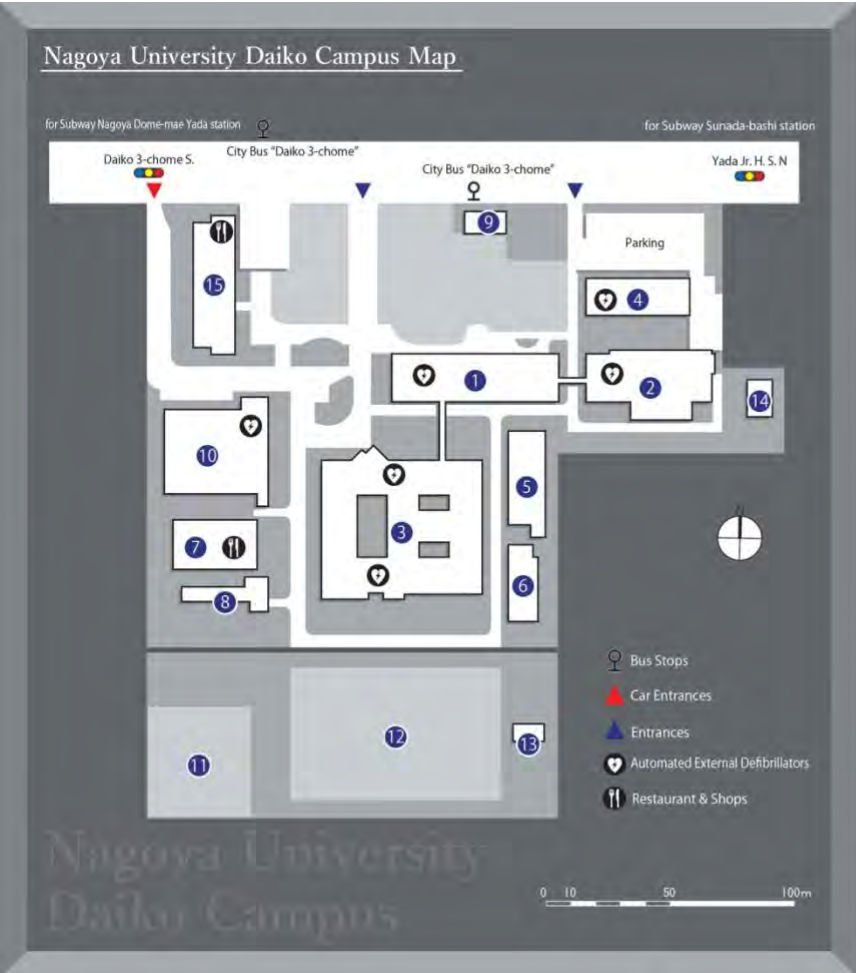
- Japan Post Bank (Ward Building 1F) Weekdays 09:00 ~ 19:00 / Sat. 09:00 ~ 17:00
- MUFJ Bank (Outpatient Building 1F) Every day 08:45 ~ 19:00

**Post Office**

- Ward Building 1F Weekdays 09:00 ~ 17:00 (Postal Service) / Sat. — Weekdays 09:00 ~ 16:00 (Savings and Insurance Service) / Sat. —

**Access**

65 Tsurumai-cho, Showa-ku, Nagoya 466-8550, Japan TEL : 052(74)2111



**Facilities**

- School of Health Sciences (Main Building)
- School of Health Sciences (East Building)
- School of Health Sciences (South Building)
- Annex to School of Health Sciences
- Energy Center
- Research Building
- Student Hall
- Researchers Village Daiko
- Work Support Office · Garage
- Gymnasium
- Tennis Courts
- Ground
- Kyudo (Japanese Archery) Hall
- Daiko glass greenhouse
- International Residence Daiko

**Restaurant & Shop (7 Student Hall)**

Restaurant (052-711-4256) Weekdays 11:30~13:30 / Sat. —  
 Shop (052-711-4277) Weekdays 10:00~17:30 / Sat. —  
 (15 International Residence Daiko)  
 Lawson Open all year round 7:00~23:00 (except Dec.29 - Jan.3)

**Access**

1-1-20 Daiko-Minami, Higashi-ku, Nagoya, 461-8673, Japan TEL : 052(719)1504





## Nagoya University New Faculty Handbook

December, 2020

Center for the Studies of Higher Education

Employee Affairs Division

International Planning Division

Student Affairs Planning Division

[info@cshe.nagoya-u.ac.jp](mailto:info@cshe.nagoya-u.ac.jp)