

* The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

The University of Tokyo Regulations on Training for Academic and Administrative Staff

Established: The University of Tokyo Rules No. 29; April 1, 2004

Article 1 Purpose

The purpose of these Regulations is to provide for necessary matters concerning training orders issued to University of Tokyo academic and administrative staff (hereinafter collectively referred to as “employees”) pursuant to Article 36 of the University of Tokyo Rules on Conditions of Employment of Academic and Administrative Staff (Rules No. 11 of 2004).

Article 2 On-the-job Training

1. Supervisors shall provide their employees with necessary training in the course of their daily duties.
2. Employees shall comply with their supervisor’s directions and orders to undergo the training prescribed in the preceding paragraph.

Article 3 Off-the-job Training

1. Employees may be ordered, when deemed necessary to their job, to partake solely in training, away from their daily duties.
2. Employees shall not refuse, without a justifiable reason, orders issued to them under the preceding paragraph.

Article 4 Responsibilities of Employees During Off-the-job Training

Employees undergoing off-the-job training as prescribed in the preceding Article shall comply with the regulations and rules that the training provider, etc. prescribes as being necessary to the effective implementation of the training program.

Supplementary Provisions

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