

Okayama University Endowed Course and Research Regulations

April 1, 2004

O.U. Regulation #50

Article 1: Outline

All necessary matters pertaining to the conducting of endowed courses and research (hereinafter referred to collectively as "Endowed Courses") at Okayama University shall be provided for herein.

Article 2: Objective

Endowed Courses shall be established and operated exclusively by the University, making effective use of donations from the private sector made to the university for scholarship purposes in order to do so. The objective of Endowed Courses shall be to contribute to the advancement and enrichment of education and research at the University.

Article 3: Definitions

For the purposes hereof, the following terms shall be defined by the corresponding meanings set forth below.

- i. Endowed course: A course in which education and research that is suitable for an Okayama University course is conducted and in which educators' wages, research expenses, travel expenses, utility expenses and other costs necessary for the operation of such course are covered by donations from the private sector.
- ii. Endowed research: Research that is suitable for an Okayama University course in which educators' wages, research expenses, travel expenses, utility expenses and other costs necessary for the operation of such research are covered by donations from the private sector.
- iii. Departments: Academic departments, post-graduate research centres, the Research Institute for Bio-resources, joint research facilities (incl. those of other universities), and the Institute for the Study of the Earth's Interior.
- iv. Department Heads: The heads of the departments provided for in the preceding item.

Article 4: Names

- 4.1 Endowed Courses shall bear names that appropriately describe their educational contents.
- 4.2 Endowed Courses may also bear the name of the endower in the event that the endower so requests.

Article 5: Application

- 5.1 In the event that a department head receives an offer from the private sector to

donate expenses for the establishment of an Endowed Course and provided that such department head deems such Course to be beneficial to the advancement and enrichment of education and research at the University, such department head shall apply to the president to establish such Course; provided, however, that the matter is first tabled before a meeting of the faculty or other appropriate organ.

- 5.2** At such time as a department head makes an application as provided for in the preceding Clause, such department head shall submit the following:
- i.** An Endowment Offer Form (form 1; see attached)
 - ii.** A Endowed Course or Research Outline Form (form 2 or 3 respectively; see attached)
 - iii.** The resumes of educators scheduled to work in such Endowed Course (form 4; see attached) and an Appointment Agreement Form (form 5; see attached)

Article 6: Approval

In the event that the president deems an Endowed Course subject to application as per the preceding Article to be conducive to the advancement and enrichment of education and research at the University, he shall approve such course for establishment.

Article 7: Notice, report

In the event that the president approves an Endowed Course pursuant to the preceding Article, he shall notify the pertinent department heads promptly and report to the academic council and the board of governors.

Article 8: Duration

- 8.1** Endowed Courses shall generally be operated for between two (2) and five (5) years.
- 8.2** Endowed Course terms as set forth in the preceding Clause may be renewed.
- 8.3** In the event that an Endowed Course term is to be renewed, the same procedures as those for establishment of such course shall be carried out.

Article 9: Structure

- 9.1** Endowed Courses shall have not less than one (1) main instructor, who shall be either a professor or an assistant professor or equivalent, and not less than one (1) assistant instructor, who shall be either an assistant professor or other assistant or equivalent (the foregoing shall hereinafter be collectively referred to as "Endowed Course Instructors"); provided, however, that in cases of courses with exceptional circumstances that render it difficult to comply with the foregoing provisions, the pertinent department shall apply to the president for exemption.
- 9.2** Endowed Course Instructors' titles shall be "Endowed Course Instructor" and Endowed Research Instructors' titles shall be "Endowed Research Instructor".
- 9.3** Endowed Course and Research Instructors (hereinafter referred to collectively as "Endowed Course Instructors") shall be classified as part-time employees under Article 2 Clause 1 Item 3 of the Okayama University Employee Regulations (2004 O.U. Regulation #10).
- 9.4** Endowed course educators shall be selected and appointed pursuant to the

Okayama University Regulations Pertaining to the Selection of Endowed Course Educators (2004 O.U. Regulation #27).

Article 10: Duties

Endowed Course Instructors shall the conduct education and research of the pertinent Endowed Courses and may also teach other lectures and research to the extent that these do not hinder the performance of the aforementioned education and research.

Article 11: Associate professors

Endowed Course Instructors may be referred to as associate professors or associate assistant professors pursuant to the provisions of the Okayama University Regulations Pertaining to the Selection of Associate Professors (2004 O.U. Regulation #55).

Article 12: Expenses

12.1 Expenses for Endowed Courses shall generally be donated in their entirety in a lump sum covering the entire duration of the courses; provided, however, that yearly instalments may be permitted in cases where instalments are certain to be made.

12.2 The University shall accept and account for the expenses provided for in the preceding Clause as endowments pursuant to the Okayama University Regulations Pertaining to Endowment Accounts (2004 O.U. Regulation #33).

Article 13: Amendments

The same procedures as those for establishment of Endowed Courses shall be required in order to make major changes to Endowed Courses.

Article 14: Publication of results

Department heads shall, upon completion of their Endowed Courses, draw up and publish an outline of the Courses' education and research results and achievements as prescribed by the departments.

Article 15: Intellectual property rights

Matters pertaining to all patents and other intellectual property rights pertaining to inventions of Endowed Course Instructors shall be determined pursuant to the Okayama University Regulations Pertaining to Employees' Intellectual Property (2004 O.U. Regulation #17).

Article 16: Miscellaneous

Any matters pertaining to the operation of Endowed Courses not provided for herein shall be determined separately hereto.

Additional regulations

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

Form 1 (ref. Art. 5)

Endowment Offer Form

Date:

Attn.: The President, Okayama University

Endower

Name and seal:

Address:

(NB: Corporate endowers should write the company name and address, and the name and title of the company's representative)

I, the above-written, hereby offer to donate expenses for an Endowed Course as outlined below.

1. Endowed course name

2. Objective

3. Duration

4. Total endowment:

¥

5. Method of endowment

(E.g., lump-sum/instalments; in case of instalments, include dates and amounts)

6 Miscellaneous

Form 2 (ref. Art. 5)

Endowed Course Outline

- 1. Academic department**
- 2. Endowed course**
- 3. Endower's name**
- 4. Outline of endower**
- 5. Predicted endowment amount**
(incl. any scheduled donations of facilities or equipment)
- 6. Date, duration of endowments**
- 7. Use of endowment**
- 8. Method of endowment**
- 9. Names and titles of scheduled Endowed Course Instructors**
- 10. Outline of education and research fields (curriculum)**
- 11. Structure of existing organisations; necessity of endowment in light thereof**

Form 3 (ref. Art. 5)

Endowed Research Outline

- 1. Department**
- 2. Endowed research**
- 3. Endower's name**
- 4. Outline of endower**
- 5. Predicted endowment amount**
(incl. any scheduled donations of facilities or equipment)
- 6. Date, duration of endowments**
- 7. Use of endowment**
- 8. Method of endowment**
- 9. Names and titles of scheduled Endowed Course Instructors**
- 10. Outline of endowed research objectives and research topics**
- 11. Structure of existing organisations; necessity of endowment in light thereof**

Form 4 (ref. Art. 5)

Resume

Name		M F	Nationality	
Birth date	Date: (Age: __y.o.)	Address		
Education				
Date	Details			
Employment				
Date	Details			
Social, academic society activities				
Date	Details			
Awards, punishments				
Date	Details			
I hereby declare that the above is true and correct.				
Name and seal:				
Date:				

Miscellaneous

1. Those that graduated from a university, vocational school or other school deemed to be of equal or greater level should write these schools in the education space above; others should write their highest level of education. Degrees and academic titles should also be included.
2. All past employment, including titles and positions should be included in the employment space above.
3. Only include details in the **Social, academic society activities** space above that are related to the pertinent Endowed Course Instructor's major or research field.

Form 5 (ref. Art. 5)

Appointment Agreement Form

Date:

Attn.: The President, Okayama University

Name and seal:

I, the above-named, hereby agree to take up the position of (course name) Endowed Course or Research Educator at Okayama University as of (date) following the establishment of such course or research.