

## Tokyo University of Agriculture and Technology, Directed Academic Work Regulations

Regulation No. 27, 22-Kyou, April 1, 2010.

### Article 1 Purpose

These Regulations prescribe matters related to directed academic work at Tokyo University of Agriculture and Technology (hereinafter referred to as "TUAT").

### Article 2 Definition of Terms

In these Regulations, the following terms take their meanings as defined below.

1. "Directed Academic Work" means work as delegated by a company or other organization (hereinafter referred to as "Delegating Party") performed by a staff member etc. of TUAT through provision of instruction and advice utilizing their educational, research and specialized technical knowledge, to assist in the business and activities of the Delegating Party, with expenses required paid by the Delegating Party.
2. "Staff Member etc." means a person as defined in Article 2, Section 1, No 4 of the Tokyo University of Agriculture and Technology Employee's Invention Regulations (Regulation No. 41, 16-Kei/Kyou, April 7, 2004).
3. "Directed Academic Work Facilitator" means a Staff Member etc. who performs Directed Academic Work.
4. "Intellectual Property Rights etc." means a right as prescribed in Article 3 of the Tokyo University of Agriculture and Technology Intellectual Property Management Regulations (Regulation No. 57, 16-Kei/Kyou, April 7, 2004).

### Article 3 Standards for Acceptance of Directed Academic Work

In principle, directed academic work will only be undertaken when it is accepted as being consistent with or within the scope of, the work duties of TUAT Staff Members etc., and moreover will not impede their primary research and educational activities.

### Article 4 Conditions for Acceptance of Directed Academic Work

The following conditions apply to Directed Academic Work.

1. The Directed Academic Work may not be unilaterally discontinued by the Delegating Party.
2. Any benefits accruing to a Directed Academic Work Facilitator due to Intellectual Property Rights etc. that arise as a result of Directed Academic Work shall vest in TUAT.
3. The Delegating Party shall pay the price for the Directed Academic Work (hereinafter referred to as "Directed Academic Work Fees") by the due date.
4. Directed Academic Work Fees paid will not be refunded.

### Article 5 Applying for Directed Academic Work

A party wishing to apply for Directed Academic Work shall submit the directed academic work application form prescribed separately (hereinafter referred to as "Application Form") to the President.

### Article 6 External Funding Examination Committee

1. The President shall appoint an External Funding Examination Committee (hereinafter referred to as "Funding Examination Committee") to the Institute of Agriculture and the Institute of Engineering, who shall examine whether to accept an application for Directed Academic Work.
2. Matters pertaining to the Funding Examination Committee are as prescribed separately.

### Article 7 Determination of an Application for Directed Academic Work

1. When the President receives an application for Directed Academic Work the President shall determine the application in the light of the examination conducted by the Funding Examination Committee appointed pursuant to the preceding article, provided that, in the case of an application for Directed Academic Work that will be completed within eight hours on a single day, if the head of the department etc. to which the Directed Academic Work Facilitator is affiliated has determined there will be no impediment to the operation of the department etc., it shall be sufficient for the Funding Examination Committee to provide retrospective confirmation after performance of the Directed Academic Work Concerned.
2. The President shall report in summary to the Education and Research Council concerning any Directed Academic

Work determined as accepted for performance.

#### Article 8 Formation of Contract

1. When the President has made a determination to accept an application for Directed Academic Work pursuant to the preceding article, the President shall form a contract with the Delegating Party using the Academic Instruction Agreement Form prescribed separately.
2. When the President forms a contract pursuant to the preceding clause the President shall notify the fact to the head of the department etc. to which the Directed Academic Work Facilitator concerned is affiliated and to the Directed Academic Work Facilitator.

#### Article 9 Payment of Academic Work Instruction Fees

1. The Delegating Party to a contract for Directed Academic Work shall pay all or part of the Directed Academic Work Fees prior to commencing the Directed Academic Work Concerned, except in the case of a contract subject to the proviso prescribed in Article 7, Section 1.
2. The amount for Directed Academic Work Fees shall be determined by consultations between the Delegating Party and TUAT taking ¥22,000 as the standard amount per hour for work performed within TUAT, having regard to preparation time, place of performance and the state of instructions etc.

#### Article 10 Calculation of Expenses

1. All expenses required for Directed Academic Work shall be calculated according to the accounting of TUAT.
2. Directed Academic Work Fees shall be the sum total of fees directly necessary for the performance of the Directed Academic Work concerned ("Direct Expenses") and the common expenses allocation ("Indirect Expenses"). Here, Indirect Expenses shall in principle be an amount equivalent to 10/110 of the Directed Academic Work Fees.

#### Article 11 Discontinuance of Directed Academic Work and Alteration of Term

1. The President may make a determination to discontinue or alter the term of Directed Academic Work if he/she determines it is necessary due to a natural disaster or other unavoidable reason.
2. In addition to the prescriptions of the preceding section, the President, upon consultations with the Delegating Party, may discontinue Directed Academic Work if he/she determines that the content of the Directed Academic Work concerned corresponds to joint research as prescribed in Article 2 No. 1 of the Tokyo University of Agriculture and Technology Joint Research Regulations (Regulation No. 61, Kei/Kyou, April 7, 2004) or consigned research as prescribed in Article 2 No. 1 of the Tokyo University of Agriculture and Technology Consigned Research Regulations (Regulation No. 62, 2004).
3. In the case that the President decides to discontinue or alter the term of Directed Academic Work pursuant to the prescriptions of the preceding two sections, he/she shall notify the Delegating Party and Directed Academic Work Facilitator of the fact and shall terminate the agreement or form a Directed Academic Work term alteration agreement.

#### Article 12 Patent Applications Etc.

Intellectual property rights etc. shall be handled in conformance with the Tokyo University of Agriculture and Technology Employee's Invention Regulations (Regulation No. 41, Kei/Kyou, April 7, 2004) and the Tokyo University of Agriculture and Technology Intellectual Property Management Regulations (Regulation No. 57, Kei/Kyou, 2004).

#### Article 13 Confidentiality

The President may, in the formation of a Directed Academic Work agreement, prescribe that information provided or disclosed to or learned by a Directed Academic Work Facilitator from the Delegating Party in the performance of the Directed Academic Work, may, upon consultations with the Delegating Party, be rendered ineligible for public disclosure.

#### Article 14 Announcement of Results

1. In principle, the President may announce results obtained from Directed Academic Work.
2. The methods and timing of the disclosure of the results of Directed Academic Work shall, after consultations with the Delegating Party, be prescribed in the Directed Academic Work agreement concerned, to an extent that does not preclude acquisition of Intellectual Property Rights etc.

Article 15 Directed Academic Work Reports

When the Directed Academic Work is completed, the Directed Academic Work Facilitator shall report to the President using a Directed Academic Work Report form as prescribed separately.

Article 16 Miscellaneous

Other necessary matters pertaining to the handling of Directed Academic Work may be prescribed separately in addition to these Regulations.

Supplementary Provisions

These Regulations shall come into effect from April 1, 2010.