

## **Important Notice for Student Assistants (Employed through Ookayama, Suzukakedai, or Tamachi Campuses)**

### **I. General Code of Conduct**

All student assistants employed through Ookayama, Suzukakedai, or Tamachi Campuses of Institute of Science Tokyo must read, understand, and adhere to the following:

1. You must observe all applicable laws, the Institute's rules and regulations, and not commit any misconduct in the course of performing duties. If you fail to do so, you will be legally responsible and will be subject to disciplinary action.
2. If you witness any potential misconduct, you must report it immediately to the Institute.
3. To make meaningful contributions as a student assistant, you must support research and educational activities in good faith and in accordance with the code of ethics for researchers and educators. You must be careful to prevent the inadvertent or unauthorized disclosure of any confidential information you may come to know in the course of performing duties (e.g., research findings, other students' grades).

### **II. Job Openings**

For job openings, please contact your affiliated laboratory or the relevant administrative office about whether there are any calls for applications.

### **III. Job descriptions, Working Hours, and Other Related Matters**

#### **■ Job Categories and descriptions**

Research Assistant (RA)	Assisting with research activities (e.g., research experiments)
Teaching Assistant (TA)	Assisting with course-related work (duties specified in the Teaching Assistant Operational Guidelines)
Learning Assistant (LA)	Providing learning support and student life counseling
PR Supporters	Supporting the Institute's public relations

#### **■ Maximum Working Hours**

You must limit your working hours to 7 hours and 45 minutes per day and 20 hours per week and ensure that the work schedule does not interfere with your academic and research activities. Please keep in mind that if you work as a student assistant in multiple positions, you may work up to 20 hours per week in total, including jobs paid by honoraria. In addition, other restrictions may apply depending on the type of work. Please consult with the designated administrative staff when you apply for a job.

#### ■ Reporting Working Hours and Payroll

For each month worked, you must complete a Work Report, have it signed by your supervisor, and submit it to the appropriate administrative group by the deadline. The pay period normally closes at the end of the month, and monthly pay is directly deposited into your designated bank account on the 21st of the following month.

The Work Report form is available at:

<https://www.jinjika.jim.titech.ac.jp/syoku/sub8.html>

Please also see the reverse page for important points on working hours.

#### IV. For International Students Working as Student Assistants

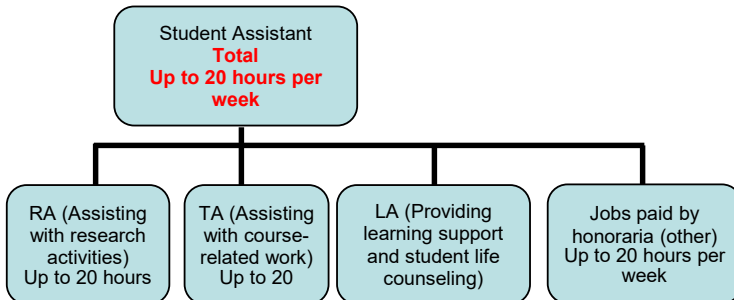
If you are an international student enrolled in the Institute and possess a student visa, you are not required to obtain “permission to engage in activity other than that permitted under the status of residence previously granted” to work as a student assistant at the Institute. However, please be aware that if you work for another employer, you must obtain this permission.

**More information for student assistants:** <http://www.jinjika.jim.titech.ac.jp/syoku/index.html>

# Notes

## Working Hours

● Student assistants are categorized as RAs, TAs, and LAs. The maximum number of hours they can work is 20 hours per week in total. If you work as a student assistant in multiple positions, you may work up to 20 hours per week in total, including jobs paid by honoraria.



[Examples]

- ▶ RA (10 hours) + PR Supporter (5 hours) → OK
- ▶ RA (20 hours) + TA (5 hours) → Not OK (over the 20-hour weekly limit)

● Total working hours must not exceed **7 hours and 45 minutes per day**.

● A break of **45 minutes or more must be taken if the total daily working hours exceeds 6 hours, regardless of classification.**

## Breaks (Lunch, etc.)

\* Breaks are not included as working hours.

● Fill in the working hours separately if a break is taken in between, whether or not the duties performed before and after the break are the same. (see April 2 below)

### Work Timetable Example 1

日付	曜	時間帯A				時間帯B				時間帯C				時間帯D				休憩が必要	合計
		区分	開始	終了	時間	区分	開始	終了	時間	区分	開始	終了	時間	区分	開始	終了	時間		
4/1	火	1	13:00	16:00	3:00				0:00				0:00				0:00	○	3:00
4/2	水	1	11:00	12:00	1:00	1	13:00	14:00	1:00	1	15:00	16:00	1:00				0:00	○	3:00
4/3	木	3	9:00	12:10	3:10	2	13:00	15:30	2:30	1	15:30	17:00	1:30				0:00	○	7:10
4/4	金	1	13:00	15:00	2:00	2	15:15	17:00	1:45	1	17:30	20:00	2:30				0:00	○	6:15

OK (see the Notes below)

Date	Work Time	Break Time	Total Working Hours	Notes
April 1	13:00-16:00		3:00	No break is required, as total does not exceed 6 hours
April 2	11:00-16:00	12:00-13:00, 14:00-15:00	3:00	No break is required, as total does not exceed 6 hours
April 3	9:00-17:00	12:10-13:00	7:10	45-minute break, as work exceeds 6 hours
April 4	13:00-20:00	15:00-15:15, 17:00-17:30	6:15	45-minute break, as work exceeds 6 hours

### Work Timetable Example 2

日付	曜	時間帯A				時間帯B				時間帯C				時間帯D				休憩が必要	合計
		区分	開始	終了	時間	区分	開始	終了	時間	区分	開始	終了	時間	区分	開始	終了	時間		
4/7	月	1	13:00	20:00	7:00				0:00				0:00				0:00	○	7:00
4/8	火	2	13:00	18:00	5:00	1	18:15	20:00	1:45				0:00				0:00	○	6:45

Not appropriate (see the Notes below)

Date	Work Time	Break Time	Total Working Hours	Notes
April 7	13:00-20:00		7:00	Total exceeds 6 hours but 45-minute break not taken
April 8	13:00-20:00	18:00-18:15	6:45	Total exceeds 6 hours but 45-minute break not taken

## Business Trips

●Use the **Description (業務内容) column** to denote **business trips, such as an academic conference, etc.** Hours used for business trips (duties other than student assistant duties) do not need to be entered in the Work Timetable.

e.g. ・ April 1-3 Business trip to Tohoku University

・ April 4 13:00 – Attended academic conference in Aoyama

\* Indicate student assistant hours in the Work Timetable, if applicable.

## Other

●Please adhere to the Institute of Science Tokyo Student Assistant Rules and the Institute of Science Tokyo Detailed Rules for Student Assistants (Employed through Ookayama, Suzukakedai, or Tamachi Campuses).

●When a student assistant's supervisor is not present, he or she may only work if a substitute supervisor is present. The substitute supervisor will verify work completed by the student assistant.

On each occasion, a Work Report should be prepared.

(Work is not permitted on weekends and holidays when the supervisor is not present.)