

## Procedures for Hiring Student Assistants

### **1. Notice of Employment**

Student assistants must receive a Notice of Employment as they are considered to be employed by Science Tokyo. Please ensure that the administrative office gives the Notice in person to students who will become student assistants by their first day of work. The administrative office needs to retain a copy of the Notice as it may be required later for various purposes such as student-related applications, inspections of expense records, etc.

### **2. Duty of Confidentiality**

Student assistants must observe confidentiality in performing their duties. Please ensure that student assistants do not disclose or leak any information obtained in the course of their duties (research findings, other students' evaluations, etc.).

### **3. Use of Research Funds**

In line with the Plan for the Prevention of Misuse of Education and Research Funds (March 2015, Institute of Science Tokyo (formerly known as Tokyo Institute of Technology)), the administrative office must give the Handbook on the Use of Research Funds to student assistants when they are hired.

- Handbook on the Use of Research Funds  
[http://www.jinjika.jim.titech.ac.jp/syoku/handobookE\\_202312.pdf](http://www.jinjika.jim.titech.ac.jp/syoku/handobookE_202312.pdf)
- Important Notice for All Student Assistants  
[https://www.jinjika.jim.titech.ac.jp/syoku/fuseiboushi\\_202507.pdf](https://www.jinjika.jim.titech.ac.jp/syoku/fuseiboushi_202507.pdf)

### **4. Reporting Working Hours**

To ensure that student assistants follow the procedures for monthly reporting of working hours, etc., the administrative office must provide all necessary explanations before their first day of work by using the “Important Information for All Student Assistants” and obtain their signatures to confirm that they have been informed of the procedures.

- Important Information for All Student Assistants  
[https://www.jinjika.jim.titech.ac.jp/syoku/ryuijikou\\_R07.04E.pdf](https://www.jinjika.jim.titech.ac.jp/syoku/ryuijikou_R07.04E.pdf)

### **5. Industrial Accident Compensation Insurance Premiums**

Student assistants must be covered by Industrial Accident Compensation Insurance during the period of their employment. Please be reminded that the employer-paid portion of insurance premiums must be included in expenses incurred while they are employed (for FY 2024, 0.204% of the total salary Science Tokyo has paid to employees).