Date:　 /　 /

To: the President of Nagoya University

Address (Postal Code)

Name

Representative

I hereby would like to request permission for the faculty or staff member indicated below to take up an additional position and associated work duties as outlined below.

Details

1. Please indicate the legal status of your organization (select from the following items).

[ ]  National government / Local government / Incorporated Administrative Agency/ National University Corporation

[ ]  Commercial Enterprise (Nature of Business: )

[ ]  Other (Name and Nature of Business: )

2. Information Regarding Applicable Faculty or Staff Member (Subject of the Request)

Name: Affiliated School, Department, etc.: Position:

3. Position Requested to Fulfill and Nature of Work Involved

Position Title ( ) Nature of Work ( )

4. Request Period: From / / / (□permission date) to / /

5. Requested Work Schedule (Select from the following)

[ ]  Every ( *Day*) From ( *Time*) to ( *Time*)

[ ]  ( ) times in a ( year / month / week / specified period) (approx. ( ) hours per time)

[ ]  Other ( )

\*In the case of night and day duty (please select from the following), permission from the Chief of the Labor Standards Inspection Office,

□ Received □ Partially received (from *Time* to *Time*) □ Not received

6. Remuneration: Yes / No

[ ]  Yes (per month / per day / per hour / per time / other ( )) [ ] yen

[ ]  No (includes cases where only actual costs such as travel expenses are paid)

7. Other

Response Letter by President of Nagoya University (or Head of the Affiliated School or Department) Addressing Request

 ([ ] Not Required / [ ] Required (sent by [ ] fax / [ ] e-mail / [ ] post)

\* 1: In the case that information provided above should not be shared with third parties, please indicate this by placing a check in the boxes below. In addition, please fill in the period of non-disclosure.
 (□ Corporate name (incl. name of representative and nature of business) □ Position title □ Nature of work

 Period of Non-disclosure: / / / to / / / )

\* 2: Person in charge (Name Tel / Fax / E-mail )

(Leave the below blank)

|  |  |
| --- | --- |
| Application Form for Permission (to be completed by applicant)I hereby apply for permission to take up the ( additional position or associated work ) duties outlined in the request letter.□A written pledge of applicability to a specific type of business has been submitted.(Check this box if you are concurrently engaged in a business with a foreign government or foreign corporation, etc.)Date: / / SignatureI endorse the application and request approval.Date: / / Head of Affiliated School or Department | Approval Seal |
| We hereby approve your request.President of Nagoya University (official seal omitted) |

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| **Important Points When Composing a Request Letter for Permission for a Faculty or Staff Member to Take Up an Additional Position and Associated Work Duties**  |

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| Requests I In line with the university’s efforts to improve, rationalize, and streamline various work operations, any external requests for university faculty and staff to take on additional positions and associated work duties from 1 January 2005 onward, should be made using the designated standardized form.II Request letters should be addressed to the President of Nagoya University but sent (by email, fax, or post) to the head of the applicable faculty member or staff’s affiliated school or department, or directly to the applicable faculty or staff member. Contact details for the personnel in charge of additional jobs or positions-related matters at each school and department are provided separately. |

1. Please enter the date of the request in the designated date field at the top right.
2. In the designated address field, please enter the name and address (including postal code) of the requesting institution, as well as the name of a representative.
3. In the boxes in item 1, select the legal status of your institution from among the three options. For commercial enterprises, provide the nature of business engaged in. For others, provide the name and the nature of business engaged in.

Example: Commercial enterprise (Nature of Business: Manufacturing and sales of XX, R&D of XX, etc.)

Example: Other (Name: XX Foundation / Nature of Business: Promotion of XX, XX Survey and Research, etc.)

1. In the blanks in item 2, provide the name, affiliated school or department, and current position of the faculty or staff member who is the subject of the request.
2. In the blanks in item 3, provide the position title and associated work duties to be assigned to the faculty or staff member who is the subject of the request.
3. In the blanks in item 4, provide the request period (from start date through completion).(Note that in case of delays in the submission of the request, Nagoya University may set the start date on the day the request is approved.)
4. In the boxes in item 5, indicate the requested work schedule.
 In the case of overnight and day shift work, be sure to select whether or not the work is permitted by the Chief of the Labor Standards Inspection Office.
5. In the boxes in item 6, indicate whether the work is remunerated. If so, circle on what basis remuneration is calculated and provide the applicable amount. Note that if the applicable faculty or staff member shall be only paid the actual cost of travel, this will be regarded as “no remuneration.”
6. In the boxes in item 7, indicate if a response letter (addressing the request) from the president of Nagoya University or the head of the faculty or staff member’s affiliated school or department is required. If so, indicate how you wish to receive the response letter. If requesting a response letter by post, enclose a return envelope with the request letter.
7. \* 1: In the case that information provided in a request letter may not be shared with third parties, please indicate this by placing a check in the appropriate box. In addition, please fill in the period of non-disclosure.
8. \* 2: Provide name, telephone number, fax, and email of person in charge of submitted request letter.
9. The table outlined in bold at the bottom is intended for use by Nagoya University personnel and should be left blank.