

○ Hiroshima University Guidelines for Presidential Commendations

(President's Decision of April 1, 2004)

Amendment	Partially amended on March 12, 2007	Partially amended on March 31, 2008
	Partially amended on March 31, 2009	Partially amended on April 1, 2016
	Partially amended on October 7, 2016	Partially amended on May 31, 2018
	Partially amended on October 1, 2018	

Hiroshima University Guidelines for Presidential Commendations

(Purpose)

- [1] The procedure for commendations by the President under the Hiroshima University Regulations for Employee Commendations (Regulations No. 96 of April 1, 2004) (hereinafter, “Presidential Commendations”) shall be carried out as set forth in these Guidelines.

(Criteria for Commendation)

- [2] Presidential Commendations shall be given to executives, employees and outside individuals who have made contributions to the development of Hiroshima University and who fall under any of the items below, as well as to organizations to which such individuals belong:
- (1) The person is recognized to have made remarkable contribution in social activity;
 - (2) The person is recognized to have made remarkable contribution in education and research activity;
 - (3) The person is recognized to have made remarkable contribution to the promotion of extracurricular activity;
 - (4) The person is recognized to have made remarkable contribution in medical activity;
 - (5) The person is recognized to have made remarkable contribution in support activity in education, research and other areas;
 - (6) The person is recognized to have made remarkable contribution to the promotion of university reform and other schemes; or
 - (7) The person has made remarkable contribution that is equivalent to any of the foregoing and thus is recognized to deserve a Presidential commendation.

(Recommendation of Candidate)

- [3] The President shall request Executive Directors, Deans and Directors (hereinafter, “Executive Directors, Etc.”) to recommend a candidate for Presidential Commendation (hereinafter, “Candidate”) by submitting a Recommendation Record Form for Hiroshima University Presidential Commendation Candidate Recipient (refer to the appended form; hereinafter “Recommendation Record Form.”)
- 2 When requested to make a recommendation, Executive Directors, Etc. may recommend, in principle, one Candidate each to the President from among those who are recognized to fall under any of the items of [2].

(Selection Committee)

- [4] The President shall establish a Presidential Commendation Candidates Selection Committee (hereinafter, the “Selection Committee”) to select recipients of Presidential Commendations from among the candidate awardees recommended by Executive Directors, Etc.
- 2 The Selection Committee shall be organized with the following members:
- (1) Executive Directors
 - (2) Chairperson of the Personnel Committee
- 3 The Selection Committee shall have a chairperson, whose office shall be served by the Executive Director (Financial and General Affairs).
- 4 The chairperson shall convene and preside over meetings of the Selection Committee.

- 5 The Selection Committee shall select around five (5) persons from among the candidates and report their names and the recommendation rankings assigned to them to the President.

(Determination of Recipients)

- [5] The President shall determine as recipients of Presidential Commendations a few persons from among the candidates selected under [4] above and those who in the judgment of the President meet the criteria for commendation under [2] above.

(Method of Commendation)

- [6] Presidential Commendations shall be made by way of the President granting a certificate of commendation to each recipient.

- 2 The President may give each recipient a commemorative gift, in addition to the certificate of commendation set forth in the preceding paragraph.

(Time of Commendation)

- [7] Presidential Commendations shall in principle be made in November every year.

(Special Commendation)

- [8] Notwithstanding the provisions of [2] through [7] above, a commendation may be made on a special occasion when the President finds it particularly necessary.

- 2 Necessary matters pertaining to the commendation under the preceding paragraph shall be set forth separately.

(Administrative Affairs)

- [9] The administrative affairs pertaining to Presidential Commendations shall be processed by the Personnel Group (of the Department of Personnel Affairs, the Financial and General Affairs Office).

(Miscellaneous)

- [10] If a special situation arises to which the application of these Guidelines is deemed by the President to be not possible or to be significantly inappropriate, such situation may be treated differently.

Supplementary Provision

These Guidelines shall come into effect as of April 1, 2004.

Supplementary Provision (partial amendment on March 12, 2007)

These Guidelines shall come into effect as of April 1, 2007.

Supplementary Provision (partial amendment on March 31, 2008)

These Guidelines shall come into effect as of April 1, 2008.

Supplementary Provision (partial amendment on March 31, 2009)

These Guidelines shall come into effect as of April 1, 2009.

Supplementary Provision (partial amendment on April 1, 2016)

These Guidelines shall come into effect as of April 1, 2016.

Supplementary Provision (partial amendment on October 7, 2016)

These Guidelines shall come into effect as of October 7, 2016.

Supplementary Provision (partial amendment on May 31, 2018)
These Guidelines shall come into effect as of May 31, 2018.

Supplementary Provision (partial amendment on October 1, 2018)
These Guidelines shall come into effect as of October 1, 2018.

Appended Form ([3], paragraph 1-related)

Recommendation Record Form for Hiroshima University Presidential Commendation
Candidate Recipient
[Refer to the attachment.]

Appended Form ([3], paragraph 1-related)

**Recommendation Record Form for Hiroshima University Presidential Commendation
Candidate Recipient**

Department, etc.: _____

Individual	(Furigana) Name	(_____)	
	Date of birth, etc.	Born on _____ (Male / Female)	
	Address of belonging organization, etc., job title, contact number	Address: Job title : _____ Tel : (_____) _____	
Organization	(Furigana) Name of organization	(_____)	
	Representative	(Furigana) Name	(_____)
		Address of belonging organization, etc., job title, contact number	Address: Job title : _____ Tel : (_____) _____
Applicable criterion for commendation		Applicable to item () of [2] in the Hiroshima University Guidelines for Presidential Commendations	
Reason for recommendation (Describe in detail primarily the field of activity and the content of the activity, including the achievements so far made.)			

Remarks

- (1) Use the “Individual” column when recommending a teacher or an employee of the University or an individual outside the University.
- (2) Use the “Organization” column when recommending an organization whose members are teachers or employees of the University or individuals outside the University.
- (3) Attach one copy of a reference material(s) that relates to the reason for the recommendation.