

○ **Hiroshima University Regulations for Employee Training**

April 1, 2004 Regulation No. 95

Hiroshima University Regulations for Employee Training

(Purpose)

Article 1. These Regulations shall prescribe necessary matters concerning the training of the employees who work at Hiroshima University (hereinafter "the University") based on the provisions of Paragraph 2 of Article 42 of Hiroshima University Work Regulations for Employees (April 1, 2004 Regulation No. 78), Paragraph 2 of Article 60 of Hiroshima University Work Regulations for Mariners (April 1, 2004 Regulation No. 79), and Paragraph 2 of Article 31 of Hiroshima University Work Regulations for Re-Employed Employees (April 1, 2004 Regulation No. 80).

(Delegation of Authority)

Article 2. The President may delegate part of the authority based on these Regulations to other trustees or employees.

(Purpose of Training)

Article 3. The training shall aim to have employees acquire knowledge or skills, etc. necessary to fulfill the duties and responsibilities of the positions currently held or expected to be held by the employees in the future and to improve their other abilities and qualities, etc. necessary for the fulfillment thereof.

(Responsibility of the University)

Article 4. The University shall identify the training needs of employees, develop training plans, endeavor to implement training based on the training plans, and provide employees with opportunities to receive training.

(2) When the University develops and carries out a training plan, it shall give due consideration so that employees are motivated to pursue personal development in order to improve the effects of the training.

(3) The University may, when it finds necessary, entrust the training to other organizations, etc.

(Responsibility of Employees)

Article 5. In cases where employees are ordered to attend training of a certain type given to acquire knowledge or skills, etc. necessary to fulfill their duties, they shall attend the training.

(2) The employees who attend training shall conform to the disciplines and other rules prescribed by the organization providing the training that are deemed necessary to provide the training in an effective manner.

(On-the-job Training)

Article 6. The University shall have the supervisor of employees provide the employees with necessary training through the daily work.

(2) To ensure that the on-the-job training prescribed in the preceding paragraph is provided properly, the University shall give instructions to the supervisor of employees and take other actions.

(Off-the-job Training)

Article 7. The University may, when it finds necessary, order employees to leave their daily work and exclusively engage in training for the specified lesson time (meaning the time for lessons including lectures, exercises, or self-study; the same shall apply hereinafter).

(2) The lesson time prescribed in the preceding paragraph shall be specified pursuant to the following items.

[1] The lesson time shall be set during the scheduled working hours and within 7 hours 45 minutes per day except where it is found specifically necessary for effective implementation of the training or the purpose, content, etc. of the training or where it is found inevitable for securement of the lecturers or facilities.

[2] In cases where an employee leaves all of his/her daily work and receives training for a period of a week or more, the lesson time of the training per week shall be no more than the weekly working hours normally assigned to the employee who receives the training and no less than three-fourths thereof; provided, however, that, in cases where it is difficult to follow this in light of the purpose, content, etc. of the training, the average lesson time per week during a certain period of time that does not exceed the period of the training may be no more than the weekly working hours normally assigned to the employee who receives the training during the period of time and no less than three-fourths thereof.

[3] In cases where an employee leaves all of his/her daily work and receives training for a period of less than a week, the lesson time of the training shall be no more than the total working hours normally assigned to the employee who receives the training during the period of time and no less than three-fourths thereof.

[4] In cases where an employee leaves all of his/her daily work and receives training, no training plan shall be developed in such a way that the sum of the lesson time and working hours on the day of the training exceeds 7 hours 45 minutes except in unavoidable circumstances.

(Training of Faculty Members)

Article 8. Faculty members shall continue to pursue research and self-improvement to fulfill their duties.

(2) Notwithstanding the provision of Paragraph 1 of the preceding article, faculty members may exclusively engage in training with no specified lesson time away from their normal workplaces upon application for a business trip for training to the working time supervisor or the working time manager and with approval thereof unless it interferes with education or research.

(3) The sabbatical training of faculty members shall be governed by the provisions of the Hiroshima University Regulations for Sabbatical Training of Teachers (January 31, 2007 Regulation No. 6).

(Training While Retaining the Current Post)

Article 9. Employees may receive long-term training while retaining their current posts.

(Newly Appointed Teacher Training of School Teachers, Etc.)

Article 10. The University shall provide school teachers and nursing teachers (excluding those specified separately; hereinafter "School Teachers, Etc." in this article) with opportunities for practical training concerning matters necessary to the fulfillment of the duties of School Teachers, Etc. for one year from the date of the appointment (hereinafter "Newly Appointed Teacher Training").

(2) The University shall appoint instructors from the vice principals and School Teachers, Etc. of the school to which the persons who receive Newly Appointed Teacher Training (hereinafter "Newly Appointed Teachers") belong.

(3) The instructors shall provide Newly Appointed Teachers with instructions and advice on matters necessary to the fulfillment of the duties of School Teachers, Etc.

(4) Matters necessary to the implementation of Newly Appointed Teacher Training shall be prescribed separately.

(10-year Experience Training of School Teachers, Etc.)

Article 11. The University shall provide school teachers and nursing teachers (hereinafter "School Teachers, Etc.") with opportunities for training concerning matters necessary to the improvement of their quality as School Teachers, Etc. in accordance with their individual abilities, aptitudes, etc. within a reasonable period of time after their period of employment (including the period of employment as teachers, assistant teachers, and lecturers of kindergartens, elementary schools, junior high schools, high schools, secondary schools, and schools for special needs education) reaches 10 years (or, if there are special circumstances, the number of years prescribed by the University with 10 years as a standard) (hereinafter "10-year Experience Training").

(2) When the University provides 10-year Experience Training, it shall evaluate the abilities, aptitudes, etc. of the persons who receive the 10-year Experience Training and prepare a written plan on the 10-year Experience Training for each of the persons based on the results thereof.

(3) The method of calculation of the period of employment prescribed in Paragraph 1, the period for which 10-year Experience Training is provided and other matters necessary to the implementation of 10-year Experience Training shall be prescribed separately.

(Systematic Establishment of a Training Plan)

Article 12. The plans developed by the University on Newly Appointed Teacher Training and 10-year Experience Training shall be established as a part of the systematic training

provided in accordance with the experience of the School Teachers, Etc.

(Acquisition of Information on the Training Effects)

Article 13. When training has been provided, the University shall endeavor to acquire information on its effects in order to contribute to the improvement of training plans, effective use of employees, and other personnel management activities.

(Training at the Ministry of Education, Culture, Sports, Science and Technology, Etc.)

Article 14. Notwithstanding the provisions of Article 7, the University may, when it finds necessary, order employees to leave their daily work and exclusively engage in training at the Ministry of Education, Culture, Sports, Science and Technology, etc..

(2) In cases where the University has ordered employees to receive the training prescribed in the preceding paragraph, it shall issue a written notification to them.

(Miscellaneous Provisions)

Article 15. Cases where these Regulations may not apply due to special circumstances or cases where the President recognizes that the application of these Regulations would be highly inappropriate may be handled separately.

Supplementary Provisions

1. These Regulations shall come into effect on April 1, 2004.
2. Any training that is ongoing at the time of the enforcement of these Regulations shall be deemed to have been approved based on the provisions of these Regulations.

Supplementary Provisions (January 31, 2007 Regulation No. 5)

1. These Regulations shall come into effect on April 1, 2007.
2. The period of employment prescribed in Paragraph 1 of Article 11 of Hiroshima University Regulations for Employee Training after revision pursuant to these Regulations shall include the period of employment as teachers, assistant teachers, and lecturers at schools for the blind, schools for the deaf, and schools for the otherwise disabled before the enforcement date of these Regulations.

Supplementary Provisions (March 28, 2008 Regulation No. 63)

These Regulations shall come into effect on April 1, 2008.

Supplementary Provisions (December 22, 2009 Regulation No. 138)

These Regulations shall come into effect on January 1, 2010.

Revision: March 31, 2010 Regulation No. 82

Supplementary Provisions (March 31, 2010 Regulation No. 82)

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

Supplementary Provisions (March 24, 2016 Regulation No. 36)

These Regulations shall come into effect on April 1, 2016.

Supplementary Provisions (September 26, 2017 Regulation No. 135)

These Regulations shall come into effect on October 1, 2017.