

(Revised)

Faculty (Teaching Staff) Exchange Program Guidelines at Tokyo Metropolitan University (Summary)

(Aim)

Tokyo Metropolitan University (hereafter referred to as “TMU”) supports a program of faculty members’ exchanges between foreign universities, etc., in which TMU hosts a foreign teacher from a university overseas and in exchange dispatches a university faculty member so that the both parties shall involve in lecturers, seminars, etc. at the respective universities.

(Application qualification and conditions)

To apply for this teaching staff exchange program at TMU, a candidate must meet all the following conditions:

(1) Should be a full-time faculty member, and application to the program has been already approved by the Department Chair or the Dean of School of Science and Engineering.

(2) Preliminary consultation has been sufficiently made between the university where the candidate is to be accepted (hereafter referred to as “host university”) and its teacher to be sent to TMU (hereafter referred to as “invited teacher (or inbound teacher)”, and an informal consent that the candidate is to be accepted at the host university as a dispatched teacher (outbound teacher) from TMU has been also given.

(Application method)

Send a completed “Program Proposal for 2017 Teaching Staff Exchange Program (Appended form 3) 教員交換支援制度実施計画書 (別記様式3)” by e-mail to the chief of the General Affairs Sections of Science at tsuchiya-hiroyuki@jmi.tmu.ac.jp.

Submission deadline: February 16 (Thurs), 2017

The English version of “Program Proposal for 2017 Teaching Staff Exchange Program (Appended form 3) 教員交換支援制度実施計画書 (別記様式3)” is currently being prepared, in which a candidate is required to fill in the following items.

- University (and country name) at which the candidate is to be hosted
- Period of accepting an invited teacher (inbound teacher) at TMU
- Period of dispatching the candidate (outbound teacher) to the host university
- Contact information of a representative person at the host university (teaching position, name, address, telephone and fax numbers, and e-mail address)
- Title(s) of lectures, seminars, etc. to be conducted
- Respective summaries (Syllabi) of lectures, seminars, etc. to be conducted at the host university and TMU * Specific targets for the lectures, seminars, etc. concerned must be also included.
- Information and itinerary/plans for the invited teacher including the teacher’s name, place to depart from, period of stay, and schedule
- Information and itinerary/plans for the dispatched teacher including place to depart from, place and period of stay, and schedule

(Application approval)

Candidates to be adopted shall be elected by Committee of International Exchange based on the selection procedures specified separately.

(Financial support)

Following financial support shall be given to invited and dispatched teachers (inbound/outbound teachers) for this program.

(1) Round-trip airplane ticket

To an invited teacher (inbound teacher), a round-trip airplane ticket (economy class) for the most reasonable and economical route from his/her university's closest airport to Haneda or Narita Airport as well as railway fares between the universities and airports shall be provided.

To a dispatched teacher (outbound teacher), a round-trip airplane ticket (economy class) is provided for the most reasonable and economical route from the closest airport to the host university to Haneda or Narita Airport.

(2) Living expenses

To an invited teacher (inbound teacher), 11,100 Japanese yen is paid per day (excluding the amount for the withholding income tax) as living expenses. In the case where the teacher stays at International House on TMU's Minami-Osawa Campus, however, International House usage fee, and fixed miscellaneous and meal allowances shall be paid per day during the stay at the House (excluding the amount for the withholding income tax).

To a dispatched teacher (outbound teacher), the predefined amount which is calculated in accordance with Tokyo Metropolitan University Regulation on Business Travel shall be paid.

(Period of financial support/ Period of travel expenses to be provided)

Living expenses mentioned in the preceding paragraph shall be provided for the number of days stayed excluding the days required for the travel (to and from the destination place). Teachers must engage in lectures, seminars, etc. and the preparatory works at the respective universities during the entire period of the financial support.

The number of days to conduct lectures, seminars, etc. shall be 3 days or more and within 30 days or less. The number of hours engaging in such activities shall be more than 7 hours and 30 minutes.

(Responsibilities of the invited and dispatched teachers)

(1) All the arrangements necessary to accomplish the Faculty exchange program such as immigration, travel, accommodation must be conducted by the teachers.

(2) Teachers must be devoted to the lectures, seminars, etc. at the respective universities during the entire period of the financial support and should not engage in the other work with or without a payment.

(3) "Program Report for faculty (teaching staff) exchange program 実施報告書" must be submitted within one month after the program is completed.

In the case where an invited or dispatched teacher receives airfare and/or accommodation fee from other than TMU, a part or full of airfare and/or accommodation fee shall not be paid from TMU. In addition, airfare shall not be paid if an invited or dispatched teacher doesn't return to his/her country immediately after the completion of the planned activities.