

Kyushu University staff members are not permitted to engage in subsidiary work without prior permission from the President.

## Subsidiary work

Subsidiary work is defined as being engaged in other working activities on an ongoing or periodic basis, regardless of whether this work is remunerated or not.

### 1. Types of subsidiary work

- (1) Self-employed subsidiary work
- (2) Subsidiary work for a private-sector company
- (3) Other subsidiary work

### 2. Common permission standards

Subsidiary work requires individual permission to be sought on a case-by-case basis, but must also meet the following conditions.

- (1) It presents no obstacle to the execution of the staff member ' s duties to the University
- (2) It does not damage the fairness and reliability of the staff member ' s post within the University
- (3) It does not damage the staff member ' s trustworthiness as a University teacher, and it does not bring the University into disrepute.

### 3. Permitted period

In principle, subsidiary business must be done for two years or under (in cases with legally defined periods of duty, this shall be extended to five years). There shall be no limit on the period in the case of subsidiary business involving self-employment.

However, there is no obstacle to members of staff applying to renew their permit for secondary business that has already been approved.

### 4. Limits to time permitted on secondary business

Time spent on a single business must not exceed 360 hours per year or 45 hours per month.

However, these limits may be waived at the discretion of the Subsidiary Business Review Board.

### 5. Secondary business that impinges upon prescribed working hours

Not permitted, as a general rule. However, it will be permitted if legal basis requires it or the President approves it.

### 6. Other

(1) Approval/permission of any secondary business other than self-employment as secondary business, secondary employment as director of a private company or secondary business that impacts upon a staff member ' s working hours may be done by the head of department, on behalf of the President.

Secondary employment without a salary as board members of an academic conference (including similar academic societies) or committee members is permitted comprehensively. A “ secondary employment (working without salary for an academic conference) report ” needs to be submitted to the head of the

department.

(2) A secondary business review board will be established to consider approval/permission of secondary business or other rules relating to the appropriate pursuit of such business.

(3) Fixed-term or part-time employment is not covered by the rules on secondary business, but a member of the University staff may not undertake any such employment that infringes standard (2) above.

(4) Applications for permission for secondary employment as a member of a limited liability partnership (LLP) will be handled in accordance with the procedures for secondary employment as a director of a private company.

## Additional occupations

If it is considered a valid contribution to society or an occupation that will promote the member of staff ' s educational or research activities, additional occupations during working hours may be permitted, if prior permission is sought from the President.

- 1. Scope
  - (1) Occupations that contribute to society
    - • Members of committees for the national or local government authorities
    - • Members of a committee or similar work on behalf of an incorporated administrative agency, national university corporation, inter-university research institute corporation, special public corporation, public interest corporation, or other body considered to be of particularly great public benefit
    - • Duties that are greatly in the public interest, where laws and regulations oblige a commercial enterprise to seek the advice of an expert
  - (2) Occupations that are beneficial in progressing education or research
    - • Technical training of a company implementing work on the basis of a contract with the intention of utilizing a patent managed by the University
    - • Work relating to the technical training, etc., of a company on behalf of a technical transfer business that was set up with the purpose of utilizing the results of research done at the University
- 2. Conditions for permission
  - (1) It presents no obstacle to the execution of the staff member ' s duties to the University
  - (2) The occupation is unremunerated

## Short-term subsidiary business

The following types of subsidiary business do not require application for permission.

This condition only applies if the business lasts for under six months.

- 1. Business that lasts for only one day
- 2. Business that lasts for between two to six days, but totals less than 10 hours overall

#### Want to know more

• General Regulations for Employment of National University Corporation Kyushu University • Rules for Subsidiary Business of Employees of National University Corporation Kyushu University <https://www.kyushu-u.ac.jp/ja/university/information/rule/rulebook/> \* Request to employees for subsidiary business <https://www.kyushu-u.ac.jp/ja/university/publication/sideline/>

#### Contact

\* Personnel affairs section of your department