

OIST Rules for External Professional Activities

兼業規則

Approved on May 17, 2013

平成 25 年 5 月 17 日承認

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平成 27 年 4 月 1 日改正

(Purpose 目的)

Article 1 第 1 条

The purpose of these Rules is to stipulate matters concerning External Professional Activities of OIST employees.

この規則は、学校法人沖縄科学技術大学院大学学園（以下「本学」という。）教職員の兼業に関する取扱いについて定めることを目的とする。

(Definition 定義)

Article 2 第 2 条

The term “External Professional Activities” shall mean the employee's engagement in any business other than his/her duty at OIST, regardless of whether such business is paid or unpaid.

「兼業」とは報酬の有無にかかわらず、教職員が本学以外の業務に従事することをいう。

2. In the context of the preceding paragraph, “any business other than his/her duty at OIST” includes engagements such as giving lectures on an irregular basis.

前項の「本学以外の業務」には、講演等の不定期的な業務を含めるものとする。

(Criteria for Approval 兼業基準)

Article 3 第 3 条

Criteria for approval shall be as follows.

兼業の基準は次のとおりとする。

(1) The activity does not interfere with the employee's duties at OIST.

本学での業務の遂行に支障が生じないこと

(2) There is no conflict of interest between the subsidiary business and OIST.

本学の利益に相反しないこと

(3) The activity does not impair the reputation or credibility of OIST.

本学の名誉または信用を傷つけないこと

(4) There is no other conflict with the Policies, Rules & Procedures of OIST.

その他、本学の基本方針・ルール・手続に矛盾しないこと

(Conditions regarding External Professional Activities 兼業に関する制限)

Article 4 第4条

No employee shall concurrently hold a position as an officer, advisor, auditor or councilor of a for-profit private enterprise, or any other organization, nor shall he/she operate, on his/her own account, any profit-making enterprise. The employee shall be deemed approved to assume such External Professional Activities as an officer, etc. in any of the following for-profit enterprises, contingent upon a favorable finding of an OIST executive review.

教職員は、営利を目的とする私企業（以下「営利企業」という。）の役員、顧問、評議員若しくは監査役の職を兼ね、又は自ら営利企業を営んではならない。但し、次の各号に掲げる営利企業の役員等を兼ねることが、審査に基づき承認された場合は、その兼業を行うことを許可されたものとする。

- (1) An officer, etc. of a Technology Licensing Organization (TLO) (but not as an auditor)
技術移転事業者の役員等（除・監査役）
- (2) An officer, etc. of a corporation that utilizes the OIST's research results (but not as an auditor)
研究成果活用企業の役員等（除・監査役）
- (3) An officer, etc. of a company related to, or doing business with any of the university's approved TLOs (but not as an auditor)
本学が承認する技術移転関連事業者の役員等（除・監査役）
- (4) An Auditor of a stock company
株式会社の監査役

2. The above Paragraphs shall not, however, apply to cases where approval is obtained due to special circumstances.

前号にかかわらず、特別な事情により許可を得た場合はこの限りではない。

(External Professional Activities application procedures 兼業許可の手続)

Article 5 第5条

When an employee desires approval for External Professional Activities, he/she shall submit the prescribed application together with a request from the external employer, prior to assuming the position.

Faculty, and non-Faculty Research Appointments shall obtain approval for External Professional Activities from the Dean for Faculty Affairs. Other employees except for Vice Presidents/Deans shall obtain approval from the Vice Presidents/Deans of their Divisions/Offices. Vice Presidents/Deans shall obtain approval from the President.

教職員は兼業の許可を得るにあたり、別に定める書式により、兼業先からの依頼書を添えて事前に申請し、教員及び教員以外の研究職については教員担当学監、それ以外の職員（除・副学長・ディーン）については所属ディビジョン・オフィスの副学長・ディーン、また、副学長・ディーンについては学長の承認を得なければならない。

2. Applications for External Professional Activities and related documents shall be retained and stored by the HR Management Section.

兼業許可及びこれに関する書類は、人事マネジメントセクションにおいて保存する。

(External Professional Activities Hours 兼業の時間)

Article 6 第6条

External Professional Activities shall be performed outside of the prescribed working hours (the discretionary working hours for Discretionary Employees).

兼業は勤務時間外（裁量労働制職員の場合は裁量勤務時間外）でなければならない。

2. Working Hours for External Professional Activities shall not total more than 8 hours per week on average annual basis.

兼業時間は合わせて年平均1週8時間以内でなければならない。

(Term of Permission for External Professional Activities 兼業の許可期間)

Article 7 第7条

The term of permission for External Professional Activities shall not exceed one year. However, this shall not preclude renewal of the term, upon approval.

許可する兼業の期間は、1年以内とする。ただし、許可を得て兼業の更新することを妨げない。

(Disclosure of External Professional Activities 兼業の開示)

Article 8 第8条

In accordance with PRP Chapter 22 “Avoiding Conflicts of Interest & Commitment”, those engaging in External Professional Activities shall submit an annual “Disclosure of Conflicts of Interest Form”, or if a conflict of commitment or interest arises after submission of the annual disclosure, those involved shall immediately bring the matter to the attention of designated personnel.

PRP 第22章「利益及び責務の相反の防止」に従い、教職員が兼業する場合は年次の開示、また、年次の開示書の提出後であれば、利益及び責務の相反について疑問が生じる状況が生じた場合は直ちに「利益相反開示書」を提出しなければならない。