

Director	Assistant Director	Section in charge	Person in charge

**Confirmation of Part-time Jobs for Research Assistance  
(For Students, etc. of the University of Aizu)**

Expended Budget	Job Title and Name of Research Rep.			seal (印)	Ext.	
	Research Number		Research Theme			
	Research Funds	<input type="checkbox"/> Laboratory Management(L) <input type="checkbox"/> Cooperative Research (A) <input type="checkbox"/> Subsidy from Prefectural Foundation (F)	<input type="checkbox"/> Graduate School Research (G) <input type="checkbox"/> Commissioned Research (B) <input type="checkbox"/> Grant-in-Aid for Scientific Research (H)	<input type="checkbox"/> Competitive Research Funds (P) <input type="checkbox"/> Grant Donation(C)·(E) <input type="checkbox"/> Other ( )		

Recipient	Student ID			Phone Number		
	KANA					
	Student Name					
	Address on your residence card	〒 -				
	Unit Price/ Working Hours	<input type="checkbox"/> Undergraduate student	900 yen/hour	hour(s) =	0	yen
		<input type="checkbox"/> Master's student	1,000 yen/hour	hour(s) =	0	yen
		<input type="checkbox"/> Doctoral student	1,200 yen/hour	hour(s) =	0	yen
<input type="checkbox"/> Other ( )		yen/hour	hour(s) =	0	yen	
In case you started part-time jobs at the university for the first time or changed your bank account for transfer, fill in the following blanks and submit a copy of your passbook.						
Bank Account for Transfer (student account)	Bank Name			Branch Name		
	Account Name			Account No.		

**Note**

- At the time of requesting work to students, (Form 7-4) "Details regarding a Part-time Job paid with Research Funds" must be filled and handed to the students.
- Description of work and working period on the form must be filled in every time, and
  - Students put the "Worker seal",
  - Research representatives put the "Research rep. seal"
- The form must be submitted by the students to the Planning and Collaboration Division no later than the 5th of the following month. ( If the 5th day is Saturday, Sunday or a national holiday, the deadline is by the earliest weekday before the 5th. )
- In the event it is discovered that the actual working hours and reported working hours do not match, it will be regarded as misappropriation of public research funds. In regards to the confirmation of working hours/conditions, please pay attention to assure that the reported working hours do not overlap with students' other duties (SA/TA, etc.) or their class hours.

**Working Hours and Rest Periods**

**※ All part-time jobs at the university (RA/TA/SA/Other) are included.**

- Working hours must be 8 hours or less in a day and 40 hours or less in a week.  
Working hours for international students must be 28 hours or less in a week.
- When working hours exceeds 6 hours in a day, workers should be provided with a rest period of at least 1 hour.
- Workers should be provided with a day off in a week.
- Late night shifts (22 : 00 - 5 : 00) are not allowed.

5. Working hours must be 120 hours or less in a month.

Working Days and Hours, and Work Descriptions (Working performance in Year, Month)

Date	Description of work	Working period ( Rest period ) * Enter using 24-hour time	Worker seal	Researc h rep. seal	Remarks
1		( ~ ~ )			
2		( ~ ~ )			
3		( ~ ~ )			
4		( ~ ~ )			
5		( ~ ~ )			
6		( ~ ~ )			
7		( ~ ~ )			
8		( ~ ~ )			
9		( ~ ~ )			
10		( ~ ~ )			
11		( ~ ~ )			
12		( ~ ~ )			
13		( ~ ~ )			
14		( ~ ~ )			
15		( ~ ~ )			
16		( ~ ~ )			
17		( ~ ~ )			
18		( ~ ~ )			
19		( ~ ~ )			
20		( ~ ~ )			
21		( ~ ~ )			
22		( ~ ~ )			
23		( ~ ~ )			
24		( ~ ~ )			
25		( ~ ~ )			
26		( ~ ~ )			
27		( ~ ~ )			
28		( ~ ~ )			
29		( ~ ~ )			
30		( ~ ~ )			
31		( ~ ~ )			
Total number of working hours		( ~ ~ ) hours			

The student in question must confirm the following and check the corresponding box before submission.

The working hours above are based on my actual working hours and do not overlap with my other duties (SA/TA, etc.) or class hours.