

4. General Information

4.1 Visiting Foreign Research Fellow Program

A visiting professorship position has been introduced into the Arid Land Research Center (ALRC). The tenure of this position is one year from April or six months from April or October each year. Senior scientists in relevant fields who might be interested in this assignment are encouraged to apply in accordance with the information described below.

(1) Definition

Visiting foreign research fellows are scientists of outstanding research achievement who, on a full-time basis, will participate with the staff of the ALRC, Tottori University, in jointly planned research in the general area of arid land studies.

(2) Status

A foreign research fellow will be granted a status equivalent to that of a Japanese national public employee for the period of the assignment. The fellow can be conferred with the title of Visiting Professor of Tottori University depending upon his career.

(3) Duties

The duties of visiting foreign research fellows are to participate with the University staff in jointly planned research in the context of the activities of the ALRC or other branches of Tottori University.

(4) Period of Employment Contract

The period of employment contract for a visiting foreign research fellow shall not be longer than one year. If a contract is made in the course of the fiscal year (from April 1st to March 31st the following year), the period shall be made to end on the last day of the relevant fiscal year.

(5) Remuneration

The amount of monthly remuneration is shown in Table 1. The appropriate remuneration is determined in accordance with prescribed criteria based upon the applicant's curriculum vitae (including educational background and professional record). This salary is subject to upward revision in accordance with regulations governing adjustments to salaries of personnel in General Service.

In addition, commutation allowances shall be provided under the same conditions as these given for the Japanese faculty members. In either case no allowance will be provided if the commuting distance is less than 2 km. Salary is paid on a prescribed day each month (usually 17th).

Table 1 Salary (as of Oct. 2003)

Point	Period of employment	
	Six months or more	Less than six months
1	¥396,000	¥346,000
2	449,000	393,000
3	504,000	441,000
4	556,000	486,000
5	606,000	530,000
6	657,000	574,000
7	697,000	609,000

(6) Travel Expenses

A. Travel expenses on taking up appointment

Travel costs incurred on taking up appointment will be paid assuming the most economical route and method of travel, whether by land transport, sea, or air, together with a fixed daily allowance. The following actual expenses are recognized as miscellaneous travel costs: immunization fees, passport fees, visa fees, foreign exchange procurement fees as well as immigration and emigration taxes.

Note that in respect of the payment of travel expenses, except for the daily allowance, documentary evidence of expenditure is required, e.g. air tickets, receipts for various fees, etc.

The travel expenses of family dependents are not paid.

B. Travel expenses on return to home country

Travel expenses on return to the home country are paid if the period of contract has been completed. The terms of reimbursement are the same as those pertaining to travel expenses on taking up appointment.

(7) Visas

Before the conclusion of the allowance contract between the President of the University and a visiting foreign research fellow, the latter's passport will be examined after his arrival in Japan to ascertain that he has the requisite status indicated in Immigration Control and Refugee-Recognition Act (Article 6, Paragraph 1, Item 2). Assuming this status is indicated in the passport the contract of employment can be concluded immediately. In order to obtain residence status on landing in Japan, the President applies for the certificate of immigration-control to the Japanese Ministry of Justice on behalf of the research fellow after the agreement for the President's letter of invitation has been received.

The following documents are required for application for the certificate:

- 1) curriculum vitae
- 2) certificates verifying degrees and positions
- 3) two photographs (4 × 3 cm).

The certificate will be sent and a suitable visa will be issued from a nearby Japanese consulate on the basis of the certificate.

(8) Invitation Procedures etc.

A. Documents to be submitted

- 1) Curriculum vitae
- 2) Certificate verifying the highest educational degree awarded

B. Letter of invitation from the President of the University

A formal letter of invitation will be sent to the invitee from the President of the University. In this letter of invitation the conditions of the assignment are set out the main contents being items relating to position, title of research, period of assignment, remuneration and travel expenses.

C. Contract of employment

When the visiting research fellow arrives at the University to take up his appointment in accordance with his invitation, the first step will be to conclude a contract of employment between the research fellow and the President of the University. The contents of the contract consist mainly of the conditions of employment stated in the letter of invitation. The complete contract consists of two signed copies of Japanese original text and two signed copies of its English translation. The University keeps one copy each of the Japanese and English texts and other copies are handed to the research fellow.