

(Determined by the Board of Executives on July 16, 2021)

**Basic Guidelines for Proper Control of Research Funds, etc.**  
**at National University Corporation Kanazawa University**

October 1, 2012

Amended on October 17, 2014

Amended on September 18, 2015

Amended on July 16, 2021

National University Corporation Kanazawa University

1. Measures concerning code of conduct of faculty members

The National University Corporation Kanazawa University (hereinafter referred to as “the University”) holds as its basic policy the following: to be “a university endeavoring to maintain and innovate the intellectual inheritance of humanity while opening its doors to both the local and global society.” Moreover, it pursues the goal of becoming “a research university dedicated to education.” In addition, it must be mindful of the trust and mandate granted by the local community and society at large and act responsibly while remaining accountable to society.

Taking the above into consideration, all faculty members (including those working under a staffing contract) shall observe the “Basic Guidelines for Proper Control of Research Funds, etc. (hereinafter referred to as the “Basic Guidelines”),” “Employee Work Regulations,” “Work Regulations for Non-regular Employees” and “Employee Code of Ethics.” Researchers shall also observe the “Code of Conduct for Researchers” and “Prevention of Improper Conduct in Research Activities Policy of Kanazawa University” In addition, in terms of University accounting, to achieve the eradication of improper conduct of expenditures, research funds, commencing public-subscription-type research funds, educational expenses and administration costs (hereinafter referred to as “Research Funds, etc.”), faculty members shall abide by the following:

- (1) Faculty members shall endeavor to ensure their credibility with society, devoting themselves to the sound and proper execution of services.
- (2) Faculty members working with Research Funds, etc. shall understand and respect the purposes, etc. of research assistance (support, entrustment) and shall endeavor to execute their duties effectively.
- (3) Faculty members shall strive to prevent the recurrence of improper conduct by immediately reporting to the University any occurrence or possible occurrence of improper conduct, by publicizing the facts of the improper conduct and by taking corrective measures to prevent reoccurrence.

2. System of responsibility

For appropriate operation and administration of Research Funds, etc. (including the promotion of compliance), the responsibilities and authorities of those engaged in the operation and administration of the University shall be as stipulated below.

It should be noted that if the Chief Administrative Officer, Overall Administration Manager, Departmental Administrator or Vice Departmental Administrator allows improper conduct to occur as a result of failing to fulfill his/her managerial or administrative responsibilities in the course of performing his/her respective duties, he/she will be deemed responsible for the improper conduct.

- 1) [Chief Administrative Officer] President  
[Responsibility and authority]

- (1) To preside over the University as a whole and take ultimate responsibility for the operation and administration of Research Funds, etc.
  - (2) To demonstrate functional leadership conducive to the operation and administration of Research Funds, etc. by general administration managers and section managers.
  - (3) In preparing the Basic Guidelines and concrete illegal conduct prevention measures, to lead deliberations at the Board of Executives, etc. and deepen discussions with executives regarding the implementation status and effects.
  - (4) To regularly carry out various enlightenment activities, such as encouraging efforts to prevent illegal conduct, to raise and disseminate awareness of all faculty members.
- 2) [Overall Administration Manager] Vice President (Finance)  
[Responsibility and authority]
- (1) To support the Chief Administrative Officer, preside over the University as a whole in the operation and administration of Research Funds, etc., and report to the Chief Administrative Officer regarding the actual operation and management of Research Funds, etc.
  - (2) To monitor the implementation by each division of measures stated in the illegal conduct prevention plan and give directions for improvement if necessary.
  - (3) To prepare and implement compliance education and enlightenment activities for the University as a whole.
- 3) [Departmental Administrator] Persons responsible for budget, specified in Article 13 of the Accounting Regulations of National University Corporation Kanazawa University (as per attached)  
[Responsibility and authority]
- (1) To preside over the relevant budget department as a whole in the operation and administration of Research Funds, etc. within the department and report to the Overall Administration Manager regarding the actual operation and management of Research Funds, etc. in the department.
  - (2) To supervise the implementation of measures stated in the illegal conduct prevention plan by the department, conduct necessary monitoring, and order improvement as needed.
  - (3) To organize compliance education for the department and manage/control attendance thereof, and regularly prepare and implement enlightenment activities.
- 4) [Vice Departmental Administrator] Chairs of institutes, etc. (as shown in the attached table)  
Institutes: Chairs, center directors of institutes  
Other than institutes: Named by the Departmental Administrator  
Administration departments: The Department Communication Coordinator will act concurrently as the Vice Departmental Administrator  
[Responsibility and authority] To support the Departmental Administrator in the operation and administration of Research Funds, etc. within his/her budget department.

- 5) [Department Communication Coordinator] Persons responsible for accounting in charge of each accounting division (as per attached)  
 [Responsibility and authority] To assist the Departmental Administrator with regard to practical business matters and to summarize factors, etc. inducing improper conduct.
  - 6) [Auditor] Auditor  
 [Responsibility and authority] To check the improvement and administration status of internal controls related to illegal conduct prevention from the perspective of the University as a whole, and state his/her opinions.
3. Preparation and implementation of an illegal conduct prevention plan, etc.
- (1) Establishment of a promotion committee to develop a plan to prevent illegal conduct pertaining to Research Funds, etc.  
 The Chief Administration Officer shall proactively control and participate in the progress management of an illegal conduct prevention plan and organize a promotion committee to develop an illegal conduct prevention plan (hereinafter referred to as the “Promotion Committee”) headed by the Overall Administrator.
  - (2) Preparation of an illegal conduct prevention plan, etc.  
 The Promotion Committee shall independently prepare an illegal conduct prevention plan, and plans for compliance education and enlightenment activities (hereinafter referred to as the “illegal conduct prevention plan, etc.”) to correspond to the factors of illegal conduct and develop a culture to prevent it throughout the University. The illegal conduct prevention plan is positioned as the highest level of concrete measures for the University as a whole.
  - (3) Implementation of the illegal conduct prevention plan, etc.  
 The Promotion Committee shall publicize the prepared illegal conduct prevention plan, etc. within each department, etc. and each department, etc. shall implement the plan and endeavor to perform the proper administration and operation of Research Funds, etc.
  - (4) Investigation regarding illegal use  
 The Promotion Committee shall carry out university-wide investigations regarding illegal use, if necessary.
  - (5) Formulation of recurrence prevention plan  
 In the event improper conduct is detected, the Promotion Committee will devise recurrence prevention measures after discussion with the relevant department.
  - (6) Cooperation with Auditor and Corporative Audit Office  
 The Promotion Committee shall strengthen cooperation with auditors, provide necessary information, etc., and provide opportunities for exchanging opinions when preparing, implementing, and reviewing the illegal conduct prevention plan, etc. In addition, the Promotion Committee shall systematically organize and evaluate the situation of the University as a whole in cooperation with the Corporative Audit Office.

4. Measures for proper operation and administration

1) Observance of rules for operation

Faculty members working with Research Funds, etc. shall understand the basic principle that such Research Funds, etc. may include “taxpayer money” and that external funding, in principle, cannot be subject to private accounting. Further, they shall understand and observe the rules for each budget implementation.

2) Verification of budget implementation status and specification of expenditure resources

Faculty members working with Research Funds, etc. shall specify a budget at the payment request stage, adhere closely to the budget implementation plan and avoid significant delays in budget implementation as per the original plan so as to prevent misappropriation of funds.

3) Obligation to attend training sessions

Faculty members handling Research Funds, etc. must attend training sessions held at the University, such as a Briefing Session for Proper Control of Research Funds. Attendance at a training session is a requirement for application for publicly offered research funds, and none can be engaged in the operation and administration of Research Funds, etc. without attendance at such a training session. The names of relevant faculty members will be announced at a University meeting.

4) Presentation of a written declaration

(1) Faculty members handling Research Funds, etc. must present a written declaration concerning the prevention of illegal use of Research Funds, etc. The presentation of a written declaration is a requirement for application for publicly offered research funds, and none can be engaged in the operation and administration of Research Funds, etc. without the presentation of a written declaration. The names of relevant faculty members will be announced at a University meeting.

(2) A vendor whose transaction volume reaches the specified amount shall be obliged to present a written declaration concerning proper transactions.

5) Attendance at additional training sessions

In the event that significant amendments are made to the Basic Guidelines, faculty members handling Research Funds, etc. shall attend training sessions held at the University, such as a Briefing Session for Proper Control of Research Funds, and shall present a written declaration for the second time. As well as faculty members, vendors shall also be required to present a written declaration for the second time.

6) Section to contact concerning business transactions

The point of contact concerning inquiries about business transactions by faculty members and about outside funding transactions by corporations, etc. shall be as follows. Consultation with the relevant section must be conducted in the case of outside funding.

1) Concerning application for Grants-in-Aid for Scientific Research

Responsible section of the department to which the relevant faculty member belongs

- 2) Concerning application for and acceptance of entrusted research, joint research, entrusted projects, joint projects and donations (including private grants, etc.)

Responsible section of the department to which the relevant faculty member belongs

- 3) Concerning execution of various expenditures

- Expenses for supplies, equipment and furniture

Procurement Section in the department to which relevant the faculty member belongs, except for book-related matters, which are to be handled by Academic Information Division within the General Affairs Department.

- Travel expenses and awards

Responsible section of the department to which the relevant faculty member belongs

- 4) In case the section to contact is unknown

General Finance Section of the Financial Planning Division within the Finance Department (076-264-5044/5046)

Email: [fisokatu@adm.kanazawa-u.ac.jp](mailto:fisokatu@adm.kanazawa-u.ac.jp)

#### 5. Organization and measures concerning improper conduct involving Research Funds, etc.

- (1) Contact point for whistleblowing concerning improper conduct

The contact point for whistleblowing or consultation (hereinafter referred to as “Whistleblowing”) by faculty members regarding illegal use or accounting of Research Funds, etc. (hereinafter referred to as “Improper Conduct of Research Funds, etc.”), which shall be hereinafter referred to as the “Contact Point for Whistleblowing,” will be the contact point provided for in Article 5 of the National University Corporation Kanazawa University Whistleblower Protection Regulations (hereinafter referred to as the “Whistleblower Protection Regulations”).

Reports of improper conduct should be made by email or sealed letter (marked “Confidential”) and whistleblowers shall be protected under the Whistleblower Protection Regulations.

#### Contact Point for Whistleblowing

- General Consultation Office of National University Corporation Kanazawa University  
Kakuma-machi, Kanazawa, 920-1192
- Legal advisor to the University  
Mitsuyo Matsuda, Attorney at Law  
Matsuda Law Patent Office, 3-24 kenrokumoto-machi, Kanazawa, 920-0931

#### Means of Whistleblowing

- 1) Direct email: [koueki@adm.kanazawa-u.ac.jp](mailto:koueki@adm.kanazawa-u.ac.jp)
- 2) Sealed letters (marked “Confidential”) should be addressed to:

At the time a Whistleblowing report concerning Improper Conduct of Research Funds, etc. is accepted, the name and contact information of the whistleblower, the researcher/group who is reportedly involved in the improper conduct, details of the improper conduct, reasons for regarding the conduct as improper, Research Funds, etc. used and other related matters will be confirmed. Whistleblowers may be requested to cooperate in the investigation.

If it becomes apparent as a result of the investigation that the whistleblowing was done for malicious reasons, the name of the whistleblower may be announced and he/she may be subjected to disciplinary action.

## (2) Whistleblowing Survey Committee Meetings

When the whistle is blown on Improper Conduct of Research Funds, etc., the Contact Point for Whistleblowing will contact the Compliance Administrator regarding the report. The Compliance Administrator will consider the necessity of surveys, notify the Chief Administrative Officer and the relevant Compliance Manager of the whistleblowing, and handle the matter in compliance with the Whistleblower Protection Regulations.

In principle, the whistleblower should report the matter under his/her real name. The Whistleblowing Survey Committee will then survey and confirm the facts (existence/details of improper conduct, parties involved and their degrees of involvement, the amount of funds used improperly, etc.) and the Chairman will report the survey results to the President as the Chief Administrative Officer and the Compliance Manager through the Compliance Administrator. In surveying the improper conduct, the Chairman can, if necessary, request the related department to organize a survey committee and survey the matter.

The Whistleblowing Survey Committee shall notify the whistleblower of the survey results and corrective action to be taken.

Note: “The Compliance Administrator” and “the Compliance Manager” are as stipulated in the Basic Regulations on Compliance of Kanazawa University.

## (3) Execution of surveys on improper conduct revealed through other processes

Besides those stated in (1) and (2) above, when improper conduct is reported or revealed through other processes (including reporting by external parties such as companies), the survey committee organized by the relevant department in compliance with the Employee Disciplinary Rules of National University Corporation Kanazawa University (hereinafter referred to as “the Department Survey Committee”) will survey the improper conduct and related matters in compliance with (2) above.

The procedures for receipt, contact and reporting shall be handled by the General Consultation Office in the case of consultation or accusation other than whistleblowing, the Corporate Audit Office in the case of improper conduct revealed by internal audits, the Board of Audit of Japan, etc. and each department in cases involving disciplinary action, in compliance with the provisions

stated in (1) and (2) above.

(4) Securing fair and transparent surveys

The Whistleblowing Survey Committee and the Department Survey Committees shall require the legal advisor to the University, as a third party, to become a committee member in order to secure fairness and transparency.

(5) Reporting to and discussions with the allocating organization on improper conduct concerning competitive funds

- 1) Judgment as to the necessity of surveys should be made within 30 days from the date of receipt of the accusation, after it is confirmed that a reasonable case exists, with the judgment reported to the allocating organization.
- 2) In addition to the above, survey principles, surveyed matters, survey methods, and other necessary matters should be reported to the allocating organization and such matters should be discussed.
- 3) A final report shall be presented to the allocating organization within 210 days from the receipt of the accusation, which should include the survey results, factors enabling the improper conduct, management/audit schemes for other competitive funds handled by the persons involved in the improper conduct, and a recurrence prevention plan. If the survey cannot be completed by the deadline, an interim report on the survey should be submitted to the allocating organization. If improper conduct is partially confirmed, it should be promptly reported to the allocating organization even if the survey is not yet completed.
- 4) In addition to the above, the progress of the survey should be reported, or an interim report of the survey should be presented, to the allocating organization if requested by the allocating organization, even before the completion of the survey. If requested by the allocating organization, materials concerning the relevant case should be presented or disclosed, or a field survey should be conducted, unless there are justifiable reasons for not doing so, such as interfering with the survey.

(6) Disciplinary actions, etc. for improper conduct

- 1) Disciplinary actions against faculty members judged to have participated in improper conduct shall be carried out pursuant to the following regulations:

“Employee Working Regulations of National University Corporation Kanazawa University”

“Non-regular Employee Working Regulations of National University Corporation Kanazawa University”

“Employee Disciplinary Rules of National University Corporation Kanazawa University”



“Disciplinary Action Guidelines of National University Corporation Kanazawa University”

- 2) Publication of disciplinary actions is pursuant to the following standards. The information to be published shall contain the name of the person involved in the improper conduct, the section and department to which this person belongs, details of the improper conduct, measures implemented by the University until publication of the information, the name of the investigator and his/her section and department, and methods, procedures and other details of the investigations conducted. However, the University may refrain from disclosing the name of the person involved in the improper conduct, his/her section and department, and other personal information when there are justifiable grounds.

“Publication Standards of Disciplinary Punishments in National University Corporation Kanazawa University”

- 3) Such measures as suspension of transactions in response to improper conduct by outside vendors shall be based on the following procedures, and such measures as suspension of transactions applied by the University may be applied likewise by the Ministry of Education, Culture, Sports and Technology and related Incorporated Administrative Agencies, including all national university corporations:

“Handling Procedures of Suspension of Transactions, etc. for Purchasing of Goods, etc. at National University Corporation Kanazawa University”

- 4) Notwithstanding any of the preceding provisions, if the investigations discover any facts suggesting a high possibility that the suspected improper misconduct was actually committed, the President may, in the capacity of the Chief Administrative Officer, issue an order to temporarily suspend disbursements of the Research Funds, etc. or other related operations under investigation where necessary.

## 6. Improvement of monitoring system

### (1) Duties of Corporate Audit Office

The Corporate Audit Office shall oversee the University as a whole as an organization under the direct control of the Chief Administrative Officer, monitoring proper operation and administration of the Research Funds, etc. and shall carry out such services as per the “Procedures for Establishment of Corporate Audit Office of National University Corporation Kanazawa University.” In addition, pertaining to the execution of transactions involving outside funds, auditing shall be performed with an emphasis on the following points:

- 1) Firsthand verification of goods, firsthand verification of services subject to remuneration, etc. and verification of business trips, etc.
- 2) Verification of use of purchased goods and relevance matching of research agenda and expenditures.

In conducting internal audits, the Corporate Audit Office shall review the audit plan as needed

to improve its efficiency and optimization according to the causes of illegal conduct identified through past internal audits, and shall improve the quality of internal audits by utilizing persons with specialized knowledge such as certified accountants and persons with experiences of audit works at other institutions. In addition, in order to carry out efficient, effective and multifaceted internal audits, the Corporative Audit Office shall strengthen cooperation with auditors, provide necessary information, etc., and exchange opinions on a regular basis.

(2) Utilization of internal audit results

The Corporative Audit Office shall disseminate the results of internal audits, etc. by utilizing them for compliance education and enlightenment activities, and shall ensure that similar risks do not occur at the University as a whole.

(3) Regulation of Promotion Committee

The Corporate Audit Office functions as a regulatory organization over the Promotion Committee. Corporate Audit Office personnel must attend committee meetings and verify the Promotion Committee organization when committee meetings are held.

Budget Allocation Units	Management System of Department, etc.		
	Departmental Administrator	Vice Departmental Administrator	Department Communication Coordinator
Interfaculty Institute for Future Education	Director General, Interfaculty Institute for Future Education	The person Named by the Departmental Administrator	Director, Educational and Student Affairs Division, Educational and Student Affairs Department
Institute and College of Transdisciplinary Sciences for Innovation	Dean, Institute of Transdisciplinary Sciences for Innovation	Chair, Faculty of Transdisciplinary Sciences for Innovations	Director, General Affairs Division, Transdisciplinary Sciences Administration Department
Institute and College of Human and Social Sciences (incl. Graduate School of Human and Socio-Environmental Studies, Law, Professional Development in Teacher Education)	Dean, Institute of Human and Social Sciences	Chair, Faculty of Humanities Chair, Faculty of Law Chair, Faculty of Economics and Management Chair, Faculty of Education Chair, Faculty of Regional Development Studies Chair, Faculty of International Studies Director, Faculty of Center for the Study of Global Cultures and Societies Director, General Affairs Division, Human and Social Administration Department	Director, General Affairs Division, Human and Social Administration Department
Affiliated Schools	Director of Affiliated Schools	Principal of Affiliated Kindergarten Principal of Affiliated Elementary School Principal of Affiliated Junior High School Principal of Affiliated Senior High School Principal of Affiliated School for Special Needs Education Director, General Affairs Division, Human and Social Administration Department	Director, General Affairs Division, Human and Social Administration Department
Institute and College of Science and Engineering (incl. Graduate School of Natural Science and Technology)	Dean, Institute of Science and Engineering	Chair, Faculty of Mathematics and Physics Chair, Faculty of Chemistry Chair, Faculty of Mechanical Engineering Chair, Faculty of Frontier Engineering Chair, Faculty of Electrical, Information and Communication Engineering Chair, Faculty of Geosciences and Civil Engineering Chair, Faculty of Biological Science and Technology Director, Advanced Research Center for Space Science and Technology Director, General Affairs Division, Science and Engineering Administration Department	Director, General Affairs Division, Science and Engineering Administration Department
Institute and College of Medical, Pharmaceutical and Health Sciences	Dean, Institute of Medical, Pharmaceutical and Health Sciences	Chair, Faculty of Medicine Chair, Faculty of Pharmacy	(1) Director, General Affairs Division,

Budget Allocation Units	Management System of Department, etc.		
	Departmental Administrator	Vice Departmental Administrator	Department Communication Coordinator
(incl. Graduate School of Medical Sciences, Advanced Preventive Medical Sciences, United Graduate School of Child Development)		Chair, Faculty of Health Sciences Director, General Affairs Division, Medical, Pharmaceutical and Health Administration Department Director, Faculty of Pharmacy and Cancer Research Institute Support Division, Medical, Pharmaceutical and Health Administration Department, Director, Faculty of Health Sciences Support Division, Medical, Pharmaceutical and Health Administration Department	Medical, Pharmaceutical and Health Administration Department (excl. scope of authority of (2),(3)) (2) Director, Faculty of Pharmacy and Cancer Research Institute Support Division, Medical, Pharmaceutical and Health Administration Department (Faculty of Pharmacy, School of Pharmacy, School of Medical and Pharmaceutical Sciences, Division, Pharmacy, Division, Pharmaceutical Sciences and other related grant funded courses) (3) Director, Faculty of Health Sciences Support Division, Medical, Pharmaceutical and Health Administration Department (Faculty of Health Sciences, School of Health Sciences, Division, Health Sciences)
Institute of Liberal Arts and Science(incl. Organization for Education Support, Liberal Arts, and International Coeducation, University Educational Support Faculty Center)	Dean, Institute of Liberal Arts and Science	The person Named by the Departmental Administrator	Director, General Education Support Division, Educational and Student Affairs Department
Graduate School of Frontier Science Initiative	Dean, Graduate School of Frontier Science Initiative	The person Named by the Departmental Administrator	Director, General Affairs Division, Transdisciplinary Sciences Administration Department
University Hospital	Director General, University Hospital	The person Named by the Departmental Administrator Director, Hospital Management Division, Hospital Department	Director, Hospital Management Division, Hospital Department

Budget Allocation Units	Management System of Department, etc.		
	Departmental Administrator	Vice Departmental Administrator	Department Communication Coordinator
Interfaculty Institute for Frontier Science	Director General, Interfaculty Institute for Frontier Science	The person Named by the Departmental Administrator	Director, Research Planning Division, Research Promotion Department
Cancer Research Institute	Director General, Cancer Research Institute	The person Named by the Departmental Administrator	Director, Faculty of Pharmacy and Cancer Research Institute Support Division, Medical, Pharmaceutical and Health Administration Department
Nano Life Science Institute	Director General, Nano Life Science Institute	The person Named by the Departmental Administrator	Director, Nano Life Science Institute Administration Office
Nanomaterials Research Institute	Director General, Nanomaterials Research Institute	The person Named by the Departmental Administrator	Director, General Affairs Division, Science and Engineering Administration Department
Advanced Manufacturing Technology Institute	Director General, Advanced Manufacturing Technology Institute	The person Named by the Departmental Administrator	Director, General Affairs Division, Science and Engineering Administration Department
Advanced Mobility Research Institute	Director General, Advanced Mobility Research Institute	The person Named by the Departmental Administrator	Director, General Affairs Division, Science and Engineering Administration Department
Institute for the Study of Ancient Civilizations and Cultural Resources	Director General, Institute for the Study of Ancient Civilizations and Cultural Resources	The person Named by the Departmental Administrator	Director, General Affairs Division, Human and Social Administration Department
Frontier Institute of Tourism Sciences	Director General, Frontier Institute of Tourism Sciences	The person Named by the Departmental Administrator	Director, General Affairs Division, Transdisciplinary Sciences Administration Department
University Library	Director General, University Library	The person Named by the Departmental Administrator	Director, Academic Information Division, General Affairs Department
Emerging Media Initiative	Director, Emerging Media Initiative	The person Named by the Departmental Administrator	Director, Information Technology Promotion Office
Institute of Nature and Environmental Technology	Director, Institute of Nature and Environmental Technology	The person Named by the Departmental Administrator	Director, General Affairs Division, Science and Engineering Administration Department
Research Center for Experimental Modeling of Human Disease	Director, Research Center for Experimental Modeling of Human Disease	The person Named by the Departmental Administrator	Director, General Affairs Division, Medical, Pharmaceutical and Health Administration Department
Research Center for Child Mental Development	Director, Research Center for Child Mental Development	The person Named by the Departmental Administrator	Director, General Affairs Division, Medical, Pharmaceutical and Health Administration Department

Budget Allocation Units	Management System of Department, etc.		
	Departmental Administrator	Vice Departmental Administrator	Department Communication Coordinator
Advanced Preventive Medical Sciences Research Center	Director, Advanced Preventive Medical Sciences Research Center	The person Named by the Departmental Administrator	Director, General Affairs Division, Medical, Pharmaceutical and Health Administration Department
Environment Preservation Center	Director, Environment Preservation Center	The person Named by the Departmental Administrator	Director, Facility Planning Division, Facilities Department
Experimental Research Center for Envisioning the Future	Director, Experimental Research Center for Envisioning the Future	The person Named by the Departmental Administrator	Director, Social Co-creation Planning Division, Social Co-creation Promotion Department
International Center for Research and Education of Japan Studies	Director, International Center for Research and Education of Japan Studies	The person Named by the Departmental Administrator	Director, International Planning Division, International Relations Department
Health Service Center	Director, Health Service Center	The person Named by the Departmental Administrator	Director, Student Support Division, Educational and Student Affairs Department
Organization of Global Human Resource Development	Director General, Organization of Global Human Resource Development	The person Named by the Departmental Administrator	Director, General Affairs Division, General Affairs Department
Institute for Frontier Science Initiative	Director General, Institute for Frontier Science Initiative	The person Named by the Departmental Administrator	Director, Research Support Division, Research Promotion Department
Frontier Science and Social Co-creation Initiative	Director General, Frontier Science and Social Co-creation Initiative	The person Named by the Departmental Administrator	(1) Director, Research Support Division, Research Promotion Department (excl. scope of authority of (2)) (2) Director, General Affairs Division, Science and Engineering Administration Department (having authority over V.B.L)
Institute for Promotion of Diversity and Inclusion	Director General, Institute for Promotion of Diversity and Inclusion	The person Named by the Departmental Administrator	Director, Personnel Labor Division, General Affairs Department
Low Temperature Laboratory	Director, Low Temperature Laboratory	The person Named by the Departmental Administrator	Director, General Affairs Division, Science and Engineering Administration Department
University Museum	Director, University Museum	The person Named by the Departmental Administrator	Director, Academic Information Division, General Affairs Department
Technical Support Center	Director, Technical Support Center	The person Named by the Departmental Administrator	Director, General Affairs Division, Science and Engineering Administration

Budget Allocation Units	Management System of Department, etc.		
	Departmental Administrator	Vice Departmental Administrator	Department Communication Coordinator
			Department
Nomi Seminar House	Director, Nomi Seminar House	The person Named by the Departmental Administrator	Director, Educational and Student Affairs Division, Educational and Student Affairs Department
General Affairs Department (incl. Corporative Audit Office, Planning and Evaluation Office, Secretarial Office, Public Relations Strategy Office, Foundation and Alumni Office, General Consultation Office and Information Technology Promotion Office)	Executive Director, General Affairs Department	Director, General Affairs Division, General Affairs Department	Director, General Affairs Division, General Affairs Department
Finance Department	Executive Director, Finance Department	Director, Financial Planning Division, Finance Department	Director, Financial Planning Division, Finance Department
Facilities Department	Executive Director, Facilities Department	Director, Facility Planning Division, Facilities Department	Director, Facility Planning Division, Facilities Department
Research Promotion Department	Executive Director, Research Promotion Department	Director, Research Planning Division, Research Promotion Department	Director, Research Planning Division, Research Promotion Department
Social Co-creation Promotion Department	Executive Director, Social Co-creation Promotion Department	Director, Social Co-creation Planning Division, Social Co-creation Promotion Department	Director, Social Co-creation Planning Division, Social Co-creation Promotion Department
Educational and Student Affairs Department	Executive Director, Educational and Student Affairs Department	Director, Educational and Student Affairs Division, Educational and Student Affairs Department	Director, Educational and Student Affairs Division, Educational and Student Affairs Department
International Relations Department	Executive Director, International Relations Department	Director, International Planning Division, International Relations Department	Director, International Planning Division, International Relations Department
Engineering and Technology Department	Executive Director, Engineering and Technology Department	The person Named by the Departmental Administrator	The person Named by the Departmental Administrator