

This guideline is used to clarify OIST institutional decisions on the External Professor program and aims for effective communication between OIST and RIKEN as well as within OIST. These decisions do not involve changes to the MoU (Memorandum of Understanding) between OIST and RIKEN or the Service Agreement.

1. External Professor Group (EPG)

As PRP 3.2.1.2.3 states, there is no research unit for External Professors. They are part of the External Professor Group under the Faculty Affairs Office (FAO). FAO plans to assign a Research Unit Administrator to support multiple External Professors as necessary.

2. Teaching: External professors will teach a minimum of two credits per service contract, to be arranged with the Graduate School (GS). External Professors are welcome to teach more frequently if they wish and upon consultation with the Graduate School.

3. Ph.D. Students

- External Professors can have at most one new OIST Ph.D. student per year.
- External Professors can be the sole primary supervisor. The Graduate School will appoint an OIST faculty as a mentor for the student as part of our regular program requirement.
- External Professors can accommodate OIST Ph.D. student's lab rotations at RIKEN.

4. Research Interns (RI)

- External Professors are not allowed to have OIST research interns as they will spend most of their time at RIKEN.
- If RIKEN interns are interested in joining the OIST Ph.D. program, they should go through the regular OIST admission process, not via Intern-Ph.D. pathways. External Professors can bring applications of interns that they recommend for admission to our attention, and those applications will receive the "asterisked" status in our system. This is the same as for regular professors at OIST.

5. Budget

- The travel budget for External Professors is provided by FAO, and travel will be arranged by FAO.
- Financial support for Ph.D. student(s) of External Professors is provided by GS and FAO.

6. Responsibility

Responsibility	OIST Faculty	External Professors
Teaching	Two credits per year	Two credits per service contract (See #2 above)
Independent Study Tutor	Eligible	Eligible
Mentor of OIST Ph.D. student	Eligible	Not eligible
Third Committee Member	Eligible	Eligible
Serving on committees (FAO)	Eligible	Eligible
Serving on committees (GS)	Eligible	Eligible
Review Ph.D. admission applications	Eligible	Eligible
Review RI admission applications	Eligible	Not eligible

Supervising Ph.D. students	Eligible	Eligible (See #3 above)
Supervising RI students (GS-funded)	Eligible	Not eligible
Supervising RI students (Non-GS-funded)	Eligible (Unit-funded)	Not eligible (See #4 above) (There is no unit or unit funding)
Supervising OIST Ph.D. student lab rotations	Eligible	Eligible

7. Contacts

Faculty Affairs Office	Section	Email
Dean of Faculty Affairs		
Application and travel	Faculty Recruiting & Evaluation Section	faculty-recruiting@oist.jp
Service Agreement	Academic HR Section	AHR@oist.jp
Graduate School	Section	Email
Dean of the Graduate School		
Vice Dean of the Graduate School		
Teaching	Curriculum and Programs Section	gs-cp@oist.jp
Ph.D. Supervision, rotation, and exam	Academic Affairs Section	academic@oist.jp
Student support	Student Affairs Section	gs-support@oist.jp