

**OIST Graduate University
Policies, Rules and Procedures**

Authority: Approved by the President

**Chapter o: ABOUT THE POLICIES, RULES &
PROCEDURES LIBRARY**

0.1 Overview

Policies are broad statements of principle that provide context and support for the attitudes and conduct expected of the Okinawa Institute of Science and Technology School Corporation (hereinafter referred to as “School Corporation”) community. From policies flow “rules,” which state what is encouraged, permitted, or forbidden. From rules flow procedures, the step-by-step instructions that implement the rules.

The Policies, Rules and Procedures (PRP) Chapters found in this PRP Library provide the framework and directions for working and conducting other transactions within School Corporation. The Library contains the administrative and operating requirements of the University, as well as the Faculty Handbook, the Graduate School, and the University Library. Responsibility for maintaining the PRP Library is vested in the [Secretary General](#), which oversees development of new and revised chapters and maintains the website, assisted by the [Rules and Compliance Section](#).

Each PRP chapter is intended to help faculty, students and staff (and in some cases, visitors, vendors and others) with policy guidance and rules, as well as clear “how to” instructions for accessing School Corporation services and complying with School Corporation requirements.

Because many of the policies, rules, and procedures in the Library have general applicability, this online PRP Library is accessible to the community outside School Corporation. Visitors, guests, vendors, and others who may be intermittently on premises or otherwise involved with School Corporation are encouraged to review PRP Chapters that may be relevant.

The currently approved Chapters of the PRP Library are online; the prior versions are removed, deemed outdated and are void and of no effect.

0.1.1 Regulations

Designated University Officers establish regulations and guidelines (hereinafter referred to as Regulations) on specified matters designated by PRP among his/her responsibilities and duties. Requirements and restriction on [0.2.1](#) and procedures on [0.4.2](#) shall be followed in the process of the establishment and maintaining the PRP.

0.2 Maintaining the PRP Library

The Secretary General is responsible for maintaining the Library of Policies, Rules and Procedures.

Officers and employees follow procedures specified in [0.4.1](#) when they establish new or revise some chapters of PRP.

However, the Secretary General shall convene the [PRP Review Committee](#) for review as necessary before his/her approval in case of significant matters such as major change of Policies or draft of new Chapters.

In principle, date of enforcement of the proposal for establishment or revision is set in the Document for Approval Process (kessai). In the case that the date is not set in the Document for Approval Process (kessai), the proposal come into force (become effective) in the time final approve is done.

Rules and Compliance Section installs established new or revised PRP online regularly.

0.2.1 Maintaining the Regulations

Regulations shall be maintained by the department of the Designated University Officer, who established the Regulations, include old versions and edit histories.

Officers and employees follow procedures specified in [0.4.2](#) when they establish or revise Regulations.

Established new or revised Regulations come into force in the date which is written and approved by the Document for Approval Process (kessai). In the case the date is not set in the Document for Approval Process (kessai), the proposal come into force (become effective) in the time final approval is done.

The department of the Designated University Officer, inform and make available

those established new or revised Regulations to School Corporation community by the department's web site or other relevant tools.

0.3 Responsibilities

0.3.1 Designated University Officers

The following Designated University Officers are responsible for the initial review, approval, and informing of establishment new or revising PRP chapters.

When he/she establish the Regulations on the specified matters designated by PRP, he/she has the responsibility for maintaining and informing those.

When he/she establish new or revise any Regulations or PRP which contain any other Designated University Officer's assignment, he/she has responsibility to obtain consent from them by consultation and discussion with relevant departments.

Chapter	Title	Designated University Officer
0	About the Policies, Rules and Procedures Library	Secretary General
1	Who We Are: Founding and Governing Principles	President
2	Organization and Governance	President
3	Faculty Handbook	Dean of Faculty Affairs
4	Research Conduct	Provost
5	Graduate School	Dean of the Graduate School
6	University Library	Dean of Faculty Affairs
7	Fundraising	President
8	Internal Audit	Chief Internal Audit Officer
9	Auditors' Audit	Auditors
10	Land, Buildings and Facilities	Vice President for Buildings and Facilities Management
12	Document and Record Management	Secretary General
13	Safety, Health and Environmental Protection	Secretary General Provost Vice President for Buildings and Facilities Management

Chapter	Title	Designated University Officer
14	Intellectual Property and Technology Transfer	Executive Vice President for Technology Development and Innovation
15	Name Use, Endorsements, and Use of University Logos and Trademarks	Vice President for Communication and Public Relations
16	External and Internal Communications and Public Relations	Vice President for Communication and Public Relations University Community Services Director
17	Information Technology and Security	Chief Information Officer
18	Telecommunications Services and Devices	Chief Information Officer
19	University Events	Vice President for Communication and Public Relations
20	Health and Wellness Program	Secretary General University Community Services Director
21	Use of University Resources	Vice President for Buildings and Facilities Management University Community Services Director
22	Avoiding Conflicts of Interest and Security Export Control	Secretary General and Dean of Faculty Affairs
23	Misconduct and Whistleblower Protection	Secretary General
24	Child Care Services	University Community Services Director
25	Campus Housing	Vice President for Buildings and Facilities Management
26	Finance and Accounting	Vice President for Financial Management
27	Budget Planning, Execution, and Monitoring	Vice President for Financial Management
28	Procurement	Vice President for Financial Management
29	Travel, Meetings and Related Expenses	Vice President for Financial Management
30	Human Resources	Vice President for Human Resource

Chapter	Title	Designated University Officer
31	Hiring Process	Vice President for Human Resource
32	Work Schedules and Breaks	Vice President for Human Resource
33	Leave	Vice President for Human Resource
34	Compensation	Vice President for Human Resource
35	Benefits	Vice President for Human Resource
36	Performance Evaluation	Vice President for Human Resource
37	Leaving the University	Vice President for Human Resource
38	Discipline	Vice President for Human Resource
39	Resolving Complaints and Disputes	Vice President for Human Resource
40	Staff Development and Awards	Vice President for Human Resource
41	Workplace Health and Safety	Vice President for Human Resource
42	University Ombudsperson	President
43	OIST University Press	CEO

0.3.2 Any employee who are proposing to establish a new, or revise PRP chapter prepares a draft conforming to the PRP format and other requirements in [0.4.1](#) and ask to check to the relevant Designated University Officer. The draft agreed by the Designated University Officers shall be reviewed by Rules and Compliance Section and shall obtain approvals from required officers and employees by Documented Approval Process (kessai).

0.3.3 Any employee who are proposing to establish new or revise Regulations prepares a draft and the Document for the Approval Process (kessai) by following the procedures in [0.4.2](#), and shall obtain approvals from relevant Designated University Officer(s) and the Secretary General.

0.3.4 **Rules and Compliance Section** reviews drafts of PRP and Regulations for conformance with Laws, Bylaws, University Rules, other PRP chapters and Regulations, and checked technical details such as PRP chapter format and for spelling errors, typographical errors.

0.3.4.1 Rules and Compliance Section installs the established new or chapter that have been approved by the CEO/President in the appropriate section of the online Policies, Rules and Procedures Library immediately.

0.3.4.2 Rules and Compliance Section informs changes of PRP to School Corporation community by way of using internal websites or other relevant tools.

0.3.5 The Secretary General provides a review for content/substance for each draft of established new or revised PRP chapter or Regulation submitted as a Document for Approval Process (Kessai).

0.3.6 **The CEO/President** reviews and gives final approval to a draft of established new or revised PRP chapters submitted as a Document for Approval Process (Kessai).

0.4 Procedures

0.4.1 Procedures to establish new or revised PRP Chapter

0.4.1.2 Read “[How to Write a PRP Chapter](#)” for guidance on drafting to establish new chapter or to revise any PRP chapter.

0.4.1.2 Any employee who is proposing to establish a new or revise PRP chapter, prepares a draft and submits that to relevant [Designated University Officer](#), and obtains agreement from him/her. The Designated University Officer consults and discusses with other department(s) and obtains consent on the draft, in the case that the establishment or revision contains other Designated University Officer’s assignment.

0.4.1.3 Any employee who is proposing to establish a new or revise PRP chapter, submits the draft, which is admitted by the Designated University Officer(s), to the Rules and Compliance Section, and modifies the draft as necessary responding to the review.

0.4.1.4 Any employee who is proposing to establish a new or revise PRP chapter, creates the Document for Approval Process (kessai) attached the draft admitted by the Designated University Officer(s) and Rules and Compliance Section, and obtains approvals from the Secretary General, and any other relevant department’s heads.

0.4.1.5 Any employee who is proposing to establish a new or revise PRP chapter, informs establishment and revisions of PRP chapter under the instruction of the Designated University Officer.

0.4.2 **Procedures to establish new or to revise the Regulation**

0.4.2.1 Any employee who is proposing to establish a new or revise the Regulations, prepares and submits the draft to the Designated University Officer, who are in charge of the department responsible for the assignment relevant to the Regulations, and obtains consent from him/her. The Designated University Officer consults and discusses with the other department and obtains consent on the draft, in the case that the establishment or revision contains other Designated University Officer's assignment.

0.4.2.2 Any officers and employees who is proposing to establish a new or revise the Regulation, submits the draft, which is admitted by the Designated University Officer(s), to the Rules and Compliance Section, and modifies the draft as necessary responding to the review.

0.4.2.3 Any officers and employees who is proposing to establish a new or revise the Regulation, creates the Document for Approval Process (kessai) attached the draft admitted by the Designated University Officer(s) and the Rules and Compliance Section, and obtains approvals from the Designated University Officer, Secretary General, and any other relevant department's heads.

0.4.2.4 Any officers and employees who are proposing to establish a new or revise the Regulation, informs establishment and revisions under the instruction of the Designated University Officer.

0.4.3 **PRP Review Committee**

0.4.3.1 School Corporation set the PRP Review Committee to review and approve PRP changes, and ensure the consistency as a whole, and maintain the mission and policies of School Corporation.

0.4.3.2 Details of PRP Review Committee is specified separately by the Secretary General [[Link](#)].

0.5 **Contacts**

0.5.1 **Owner:**

Secretary General

0.5.2 Other Contacts:

Rules and Compliance Section rules@oist.jp

The University reserves the right to augment, revise, add and delete Policies, Rules and Procedures Chapters at any time.
