

Note: This translation is for reference purposes only. Should any discrepancies arise between the English and Japanese versions, the Japanese version is the authoritative version, thus the Japanese version will be deemed valid.

Nara Institute of Science and Technology International Student Ambassador Program Implementation Guidelines

August 27, 2018
President's Ruling

Article 1 (Purpose)

These guidelines stipulate the necessary matters concerning the implementation of the Nara Institute of Science and Technology International Student Ambassador (hereinafter referred to as the "International Student Ambassador") Program (hereinafter referred to as the "Program") at the Nara Institute of Science and Technology (hereinafter referred to as "NAIST").

Article 2 (Program purpose)

The Program shall be implemented for the purpose of offering advice, etc. based on the personal experiences of students registered as International Student Ambassadors to NAIST international students in need of advice, etc. concerning their studies, academic pursuits, and other daily activities, etc. (hereinafter referred to as "Consultations"), while also promptly offering information about services, etc. available to the student.

Article 3 (International Student Ambassador activities)

International Student Ambassadors shall perform the following activities:

- (1) Introduce personal experiences at International Student Orientations
- (2) Offer advice to NAIST international students requesting Consultation
- (3) Report activities performed for the Consultation in the previous item to the Center for International Students and Scholars (hereinafter referred to as "CISS")
- (4) Report about activities at the Final Report Session

Article 4 (International Student Ambassador Eligibility)

Those eligible for participating in the Program shall be international students who are registered students in either the master's or doctoral courses at NAIST and, upon understanding the purpose of the Program, wish to participate in the activities stipulates in the previous article.

Article 5 (Application for participation and selection)

1. Those wishing to apply to become an International Student Ambassador shall, upon receiving the

approval of their supervising instructor, submit a completed application to CISS.

2. The selection of International Student Ambassadors shall be performed by the Director of the Institute for Educational Initiatives.

Article 6 (Training and appointment)

1. Students selected for participation in the program must attend a training session concerning NAIST organization for Consultation, basic knowledge for interacting with students in need, etc. to be appointed.

2. The Director of the Institute for Educational Initiatives shall recognize those student who have completed the training session stipulated in the previous item as International Student Ambassadors and confer International Student Ambassador Letters of Appointment. (See Attached Form #1)

Article 7 (Registration)

1. CISS shall register the International Student Ambassadors appointed according to the stipulations of item 2 of the previous Article.

2. In principle, the registration period for International Student Ambassadors shall be from the day of registration until the end of September of the following year. However, if International Student Ambassadors wish to continue participating in the Program and their previous performance is deemed as adequate, the registration period may be renewed for 1 year as long as the students are eligible according to the stipulations of Article 4.

Article 8 (Requests for support)

1. When a request for consultation is received from a NAIST student, CISS shall, after considering the contents, etc. of the request, choose an International Student Ambassador to respond for the Consultation.

2. CISS shall, after confirming the International Student Ambassador selected according to the stipulations of the previous Item wishes to participate at that time, request support.

3. CISS must, when performing the request stipulated in the previous Item, consider the International Student Ambassador's education, classes, etc. in order to avoid impeding these.

Article 9 (Submission of reports)

International Student Ambassadors must, after completing consultations, submit a report to CISS concerning the consultation contents, etc.

Article 10 (Duty of confidentiality)

International Student Ambassadors must keep confidential all information, etc. obtained through consultations, etc. This is to be maintained even after the registration period.

Article 11 (Reports and issuing of Certificate of Service)

1. International Student Ambassadors must, at the Report Meeting held at the end of the registration period,

report on their overall activities. However, when there are special circumstances where participation in the Report Meeting is not possible, reports may be made in a different manner, etc. stipulated separately.

2. The President of NAIST shall confer International Student Ambassador Certificates of Service (See Attached Form #2) to students who complete the reports stipulated in the previous Item.

Article 12 (Cancellation of registration)

The Director of the Institute for Educational Initiatives may cancel the registration of International Student Ambassadors in any of the cases below apply to them:

- (1) when they have received disciplinary punishment
- (2) when they do not perform the activities stipulated in Article 3
- (3) when they perform any other acts making them deemed not fit as an International Student Ambassador

Article 13 (Office in charge and administrative matters)

CISS shall be the office in charge of the program and the administrative matters for the program shall be handled by the International Affairs Division.

Article 14 (Miscellaneous provisions)

In addition to the matters stipulated in these Guidelines, necessary matters in relation to the implementation of the Program shall be stipulated separately.

Supplementary provision

This Policy shall come into effect on August , 2018.

Attached Form #1 (Related to Article 6.2)

<p>LETTER OF APPOINTMENT</p> <p>_____(Name)_____ is hereby appointed as a Nara Institute of Science and Technology International Student Ambassador from (Starting date) to (Finishing date).</p> <p style="text-align: center;">Nara Institute of Science and Technology Date of Issue (Date)</p> <p>(Director's name) (Director's signature) Director, Institute for Educational Initiatives Nara Institute of Science and Technology</p>

(Note: Actual size shall be A4)

Attached Form #2 (Related to Article 11.2)

<p>CERTIFICATE OF SERVICE</p> <p>_____(Name)_____ is hereby recognized for participating in the Nara Institute of Science and Technology International Student Ambassador Program from (Starting date) to (Finishing date) to actively support the international community and for offering a valuable service to the institute.</p> <p style="text-align: center;">Nara Institute of Science and Technology Date of Issue (Date)</p> <table><tr><td>(Director's name)</td><td>(President's name)</td></tr><tr><td>(Director's signature)</td><td>(President's signature)</td></tr><tr><td>Director, Institute for Educational Initiatives</td><td>President,</td></tr><tr><td>Nara Institute of Science and Technology</td><td>Nara Institute of Science and Technology</td></tr></table>	(Director's name)	(President's name)	(Director's signature)	(President's signature)	Director, Institute for Educational Initiatives	President,	Nara Institute of Science and Technology	Nara Institute of Science and Technology
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