**Teaching Fellow**

**Monthly Business Report**

Month/Year: Submission Date:

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| Unit |  | Student’s Name |  |

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| 1. **Services of a Teaching Fellow** |
| Services as a Teaching Fellow may include the followings:   1. Assistance in planning and operation of workshop, events, etc. at OIST 2. Assistance in teaching classes in and out of OIST 3. Attending any training opportunities for a future position as a faculty member, researcher, etc. 4. Any other business designated by Dean of the Graduate School   Applicable P.R.P. and Contract: P.R.P. 5.4.1.2. External fellowships and awards;  Notice of Teaching Fellowship Terms and Conditions and Teaching Fellowship Agreement |
| 1. **Remuneration** |
| Remuneration as stated below will be provided monthly:  Teaching Fellowship Remuneration: JPY 50,000/Month  Hours: 20 Hours/Month (about 5 Hours/Week) |

Student:

Signature/Seal: Date:

I support the student’s declaration that the applicable services have been performed:

The Vice Dean of the Graduate School: Dr. Misaki Takabayashi

Signature/Seal: Date:

The Student Affairs Section Manager: Kozue Higashionna

Signature/Seal: Date: