**Teaching Fellow**

**Monthly Business Report**

Month/Year: Submission Date:

|  |  |  |  |
| --- | --- | --- | --- |
| Unit | 　　　　　　　　　　　　　　　　　　　　　　　　　　 | Student’s Name | 　　　　　　　　　　　　　　　　　　　　　　　　　　　　 |

|  |
| --- |
| 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: