

To All Newly Enrolled Fall 2023 KIT Doctoral Students

2023–2024 Research Assistant Program

1. Purpose

This program involves excellent KIT doctoral students as research assistants to enhance the implementation of research and foster the development of early career scientists.

2. Eligibility

RA's must be currently enrolled KIT doctoral students.

- *1 This program is intended for first through third year doctoral students. Recipients of Japanese/other government scholarships, JSPS Postdoctoral Fellows and Advanced Research Assistant (ARA) are not eligible.
- *2 As a general rule, a doctoral student RA may work as outlined here, for as long as the student desires.
- *3 If you have already been hired as an RA in 2023–2024, you are not eligible.

3. Conditions

RA's may work up to 250 hours per year. An RA's hourly wage is 1,400 yen per hour. The limit on working hours will be decided by the joint research strategy promotion committee. If an RA wishes to work more than 250 hours annually, additional hours may be funded using the supervising professor's external research funds.

4. Application Procedures

- 1 Supervising professor asks doctoral student about his/her interest in becoming an RA.
- 2 Student submits required documents (RA application, proposed time sheet, Direct Deposit Request form, etc.) by two weeks prior to starting RA work.
- 3 RA starts work (Payment is made by bank transfer on the 17th of the following month. Attendance record sheets are available at the Research Promotion and Collaboration Office on the 3rd floor of Building 3.)

We have informed your supervising professor about the details of these procedures. Be sure to consult him/her.

【Contact】

- About the RA program:

Joint Research Strategies, Research Promotion and Collaboration Office
(ken-senryaku@jim.kit.ac.jp, TEL: 7209)

- How to Apply:

Human Resources and Planning, Labor and Personnel Office
(jinjikikaku@jim.kit.ac.jp, TEL: 7064)

- Managing RA Working time:

General Research Support, Research Promotion and Collaboration Office
(ken-apply@jim.kit.ac.jp, TEL: 7038, 7717)