

To: All Newly Enrolled KIT Doctoral Students
Regarding: The 2025-26 Research Assistant (RA) Program

1. Purpose of the Program

This program engages outstanding doctoral students as research assistants in KIT research activities, both to strengthen our research capacity and to support doctoral student development as early career researchers through hands-on research support experience.

2. Eligibility

- RA's must be currently enrolled KIT doctoral students.*

* Eligible students are those within the standard study period (first through third year doctoral students).

Ineligible are:

- Students who have exceeded the standard study period
- Government-sponsored international students
- Japan Society for the Promotion of Science (JSPS) Research Fellows
- Advanced Research Assistants (ARA)

Note that with the exception of ARAs, "ineligible" doctoral students may be employed using a faculty member's individual research funds. Students who have previously been hired as an RA for the 2025-26 academic year, however, are not eligible.

3. Employment Conditions

- Standard working hours: **250 hours per year per research assistant**
- Hourly wage: **1,550 yen**
- Hours may be adjusted depending on the number of RAs and the available budget.
- If an RA wishes to work over 250 hours annually, additional hours may be funded using the supervising professor's external research funds.

4. Procedures Required for RA Employment and Payment

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

For more information about:

- The RA Program:

General Research Support, Research Promotion and Collaboration Office

(ken-senryaku@jim.kit.ac.jp, Extension: 7209)

- Managing RA Working time:

General Research Support, Research Promotion and Collaboration Office

(ken-apply@jim.kit.ac.jp Extension: 7038、 7717)

- How to Apply:

Human Resources and Planning, Labor and Personnel Office

(jinjikikaku@jim.kit.ac.jp, Extension: 7019)