

To: All Newly Enrolled KIT Doctoral Students
Regarding: The 2026-27 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 within the standard study period (first through third year doctoral students).

Ineligible are:

- Students who have exceeded the standard 3-year enrollment period
- MEXT scholarship, or non-Japanese-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.

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 faculty member's individual external or other research funds.

4. Procedures Required for RA Employment and Payment

- 1 The supervising faculty member asks doctoral students about their interest in becoming an RA.
- 2 Students submit the required documents (RA application, Direct Deposit Request form, etc.) to the Labor and Personnel Office by two weeks prior to the starting date of the RA work.
- 3 The RAs start 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)