

UNIVERSITY REGULATIONS ON THE USE OF THE UNIVERSITY-BUSINESS INNOVATION CENTER

Article One (Objective)

1.1 These regulations provide for the necessary matters concerning the use of the University-Business Innovation Center (hereinafter referred to as “UBIC”), except when otherwise provided, to aim for the safe and orderly use of UBIC.

Article Two (Definition of Terms)

2.1 The terms to be used in these regulations shall be defined as provided for as follows.

(1) UBIC Facilities

Rooms and all equipment within UBIC. As for the Research Labs and the motion analysis room, the 3D theater, the Incubation space, software, documents, and network services, etc. are also included.

(2) Research and Development Rooms (hereinafter referred to as “R&D Rooms”)

Among the UBIC Facilities listed in Item 1 above, rooms established for the use that contributes to research conducted jointly with faculty members or students, promotion of regional industrial, revitalization and recreation of Fukushima, and university-industry-government collaboration.

(3) Users

Corporations or individuals that use UBIC Facilities

(4) Faculty members

Both full-time and part-time faculty members (including researchers, visiting professors, visiting senior associate professors, and visiting associate professors) at the University of Aizu (hereinafter referred to as “UoA”) and Professors Emeritus (individuals who were conferred the title of Professor Emeritus of the University of Aizu based on the University Regulation on Conferment of the Title of Professor Emeritus [Regulation No.32, 2006]).

(5) Students

Students of the UoA (including undergraduate students, graduate students, non-degree status students, research students, special audit students, trainees, and individuals who used to be undergraduate or graduate students. The same shall apply hereafter.)

Article Three (Operating Hours)

3.1 UBIC is open from 9:00 a.m. to 5:00 p.m.

3.2 Regardless of the provisions of Paragraph 3.1 above, the operating hours of UBIC may be changed if doing so is recognized as necessary by the Director of the University-Business Innovation Center (hereinafter referred to as the

UBIC Director).

Article Four (Holidays)

4.1 UBIC shall be closed on the following days.

(1) Saturdays and Sundays

(2) Holidays granted by the Law Concerning National Holidays (Law No. 178, 1948)

(3) New Year's Holiday (December 29th through January 3rd of the following year)

4.2 Regardless of the provisions of Paragraph 4.1 above, UBIC can be closed or opened on an extraordinary basis even on days that UBIC is normally open or closed, respectively, if doing so is recognized as necessary by the UBIC Director.

Article Five (Use of UBIC Facilities)

5.1 Individuals wishing to use UBIC facilities shall obtain permission or approval (hereinafter referred to as "PERMISSION, ETC.") from the UBIC Director by submitting application forms in accordance with the following items. However, the specific dates and times of use of UBIC facilities shall be set by the UBIC DIRECTOR separately.

(1) Faculty members and students: Application Form for Approval for Use of Facilities (Form No.1)

(2) Users that do not fall under Article 2, Items (4) and (5) above (hereinafter referred to as "Other Users"): Application Form for Permission for Use of Facilities (Form No.2)

5.2 The criteria regarding PERMISSION, ETC. provided for in Paragraph 5.1 above for use of the R&D Rooms shall be determined separately.

5.3 Usage fees related to applications for permission of facility use shall be based on the standard provided in the Ruling Concerning Usage Fees for the University of Aizu Fixed Assets (Regulation No. 6, 2006). In cases where apply for an exemption of the usage fees, an Application Form for Exemption of the usage fees (Form No. 3) shall be submitted.

5.4 When UBIC Director has granted PERMISSION, ETC. for an application described in Paragraph 5.1 above, the applicant shall be notified to that effect.

Article Six (Conditions, Etc.)

6.1 The UBIC Director may decline to permit or approve an application for use in cases where the applicant will violate or may violate this regulation.

6.2 The UBIC Director, when permitting or approving an application for use, may set limits or attach conditions to the use of UBIC facilities by individuals

who have received PERMISSION, ETC. for use (hereinafter, "users.") as needed for the purpose of management and administration of UBIC Facilities.
6.3 Users must not use UBIC facilities beyond the limits of use described in Paragraph 6.2 above.

Article Seven (Usage Periods)

7.1 The maximum length of usage periods of the R&D rooms shall be provided for by user category as follows:

- (1) Faculty members and students: Maximum of five years
- (2) Other Users: Maximum of three years

7.2 In the event that a UoA student who has started a business has made a request for an extension of usage period beyond the maximum length of the usage period set forth in (1) of the previous paragraph, the UBIC Director may permit this extension of use after a review.

7.3 The usage period for which PERMISSION, ETC. to use is granted with an application shall be within one year. Users wishing to extend the usage periods over into the following year must receive PERMISSION, ETC. every year.

Article Eight (Changes to Applications)

8.1 If any change occurs to the details of applications for use that have received approval or permission, the user must submit an application form regarding the changes to the UBIC Director in a timely manner and receive PERMISSION, ETC. from the UBIC Director.

8.2 The provisions of Article Five shall apply mutandis mutatis regarding the submission of the application form described in Paragraph 8.1 above.

8.3 When the UBIC Director has permitted or approved the application described in Paragraph 8.2 above, the applicant shall be notified to that effect.

Article Nine (Cancellation of PERMISSION, ETC.)

9.1 The UBIC Director must immediately terminate user authorization for UBIC Facilities for any user to whom any of the following items apply.

- (1) The user is a faculty member or student who received approval for the use of UBIC Facilities and loses their status as UoA faculty members or students during the period of use.
- (2) The use of UBIC facilities has become unnecessary.
- (3) The UBIC Director has otherwise determined termination of user authorization to be necessary.

Article Ten (Carrying of Identification)

10.1 Users of must carry one of the types of identification listed below and

present it at the request of UBIC staff members.

- (1) Faculty: Faculty ID card (Professors Emeritus: Professor Emeritus card)
- (2) Students: Student ID card
- (3) Other Users or individual members of Other Users: Any form of identification

Article Eleven

(Prohibition against Relocations and Alterations)

11.1 Users must not change the layout of UBIC facilities and/or make alterations to hardware, such as connecting peripherals, etc. However, this need not apply if the UBIC Director allows it.

Article Twelve

(Reports, Etc.)

12.1 The UBIC Director may request users to report on their use of UBIC facilities as necessary.

12.2 If users recognize that a failure is likely to occur in UBIC facilities, or a failure has occurred, they must immediately report that fact to the UBIC Director.

Article Thirteen

(Restoration to the Original State)

13.1 Users must immediately restore UBIC facilities to their original state when their use has been completed.

13.2 Users must, when they have restored the facilities as established in the previous Paragraph 13.1, report to that effect to and receive confirmation from the UBIC Director.

Article Fourteen

(Rules for Use)

14.1 Users must observe each of the following items when using UBIC facilities:

- (1) Users should remain quiet, in principle, and must not engage in conduct that disturbs the order within UBIC, or conduct that causes a nuisance to other users.
- (2) Users must not engage in improper use, such as use that violates public order and morals or use that violates laws and ordinances, university regulations, etc.
- (3) Users must not sublet their user authorization.
- (4) Users must maintain confidentiality regarding matters such as their passwords, etc. and refrain from disclosing them to others.
- (5) Users must not use UBIC facilities under a false identity.
- (6) Users must not soil or damage UBIC facilities.
- (7) Users must not eat, drink and smoke outside the designated areas.
- (8) Users must not engage in conduct that hinders the management and

administration of UBIC.

(9) Users must not violate any other matters determined separately by the UBIC Director.

14.2 The UBIC Director may take measures to prevent the acts described in each item of Paragraph 14.1.

Article Fifteen (Restriction or Suspension of Use)

15.1 In the event that users violate these regulations or cause a serious hindrance to the administration and management of UBIC facilities, the UBIC Director may restrict use of UBIC facilities by the relevant user, or suspend said use for a certain period.

15.2 The UBIC Director may, when it is determined that leaving the conduct of a user, or the results of said conduct, unchecked would result in the violation of these regulations, restrict and/or suspend the use of UBIC facilities by the relevant user until the situation is improved.

15.3 In the case that restriction or suspension described in Paragraph 15.1 and 15.2 is conducted, the UBIC Director must promptly report that fact to the relevant user.

15.4 Users may file a protest with the UBIC Director regarding the restriction or suspension of use.

Article Sixteen (Liability of Users)

16.1 In the event that users damage UBIC facilities, the relevant user must undertake liability to restore the facilities to former state, return them, or compensate for the damage in accordance with the UBIC Director's instructions. This need not apply in cases in which the special circumstances are recognized by the UBIC Director.

Article Seventeen (Restrictions and Suspension for Administration and Management Purposes)

17.1 The UBIC Director may restrict or suspend the use of UBIC facilities if it is recognized as necessary for administrative and management purposes. Use of UBIC facilities may be restricted or suspended due to inspections, maintenance, faults, etc.

17.2 In the case that restriction or suspension described in Paragraph 17.1 is conducted, the UBIC Director must promptly report that fact to the relevant user.

Article Eighteen (Protection of Confidentiality)

18.1 The UBIC Director and those who are engaged in the management and administration of UBIC facilities shall make every effort to protect users'

confidential information located within UBIC facilities.

18.2 The UBIC Director and those who are engaged in the management and administration of UBIC facilities must not use users' information obtained incidentally during the performance of their duties, nor disclose it to the third party for any other purposes than for the purpose of maintaining and preserving the matters provided for in the regulations.

Article Nineteen (Supplemental Provision)

19.1 All necessary matters for the utilization of UBIC other than those provided for by this regulation shall be determined separately.

ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of April 1, 2006.

ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of October 1, 2017.

ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of March 26, 2019.

ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of April 1, 2024.

Form No.1

※Date of approval (Y/M/D)	/ /	※approval No.	
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Application Form for Approval for Use of Facilities

Date (Y/M/D): / /

To The University-Business Innovation Center Director

Applicant: Laboratory name:
Name:
(Tel: - -)

I request the approval for use of facilities as follows.

Name of facilities to be used					
Purpose of use					
Date and time of use (Y/M/D/Time)	From / / / /				
	To / / / /				
Name of the faculty member in charge of use Name of the laboratory he/she belongs to					
(In case of student's use) Name and ID number of student					
Other matters for reference					
* Conditions of approval					
* Date of receipt (Y/M/D) Receipt number		* Name of recipient		* Sum of charges	Yen

NOTES:

- 1 Do not fill in the items with *.
- 2 With regard to the time of use, include the time required for preparation and evacuation.
- 3 Attach materials related to the purpose of use (e.g. contents of research, etc.)

Form No.2

※Date of permit (Y/M/D)	/ /	※Permit No.	
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Application Form for Permission for Use of Facilities

Date (Y/M/D): / /

To The University-Business Innovation Center Director

Applicant: Address or Location

Name or Company and Representative

(Affiliation and name of person in charge:)

(Tel: - -)

I request the permit for use of facilities as follows.

Name of facilities to be used					
Purpose of use					
Date and time of use (Y/M/D/Time)	From	/	/	/	/
	To	/	/	/	/
Name of the member in charge of use Name of the company he/she belongs to					
Joint Research Yes / No	Yes / No (Co-Research Faculty name)				
Other matters for reference					
* Conditions of Permission					
* Date of receipt (Y/M/D) Receipt number		* Name of recipient		* Sum of charges	Yen

NOTES:

- 1 Do not fill in the items with *.
- 2 With regard to the time of use, include the time required for preparation and evacuation.
- 3 Circle whether or not applicable.
- 4 Attach materials related to the purpose of use (e.g. contents of research, etc.)
- 5 Payment of the usage fee should be made in accordance with the invoice to be separately issued. The deadline for payment is the same day of the month following the date of use (date of commencement of use). (If the day following the date of use falls on a Sunday or other holiday, Saturday, or December 29 through January 3, the due date will be the day following these days.

Form No.3

Application from for Exemption of the usage fees

Date (Y/M/D): / /

To The University-Business Innovation Center Director

Applicant: Address or Location

Name or Company and Representative

(Affiliation and name of person in charge: _____)
(Tel: _____ - _____ - _____)

I request the Exemption from all (or part of) the fees for the following reasons

Request the Exemption from all (or part of) the fees for the following reasons			
Name of facilities or machinery and equipment to be used			
Purpose of use			
Hours of use or number of units used			
Unit price (yen)			
Amount (yen)			
Reason for requesting exemption (Select the applicable one)	1 Projects of the Government of Fukushima Prefecture for the public benefit or those closely related to promotion of prefectural projects, for which no charges/fees will be collected upon use ("Charges/fees" used herein refer to compensation for work provided, regardless of names of these charges/fees.This shall hereinafter apply.) 2 Cases where local public organizations other than prefectural organizations use UBIC for the public benefit, or cases where organizations for the public benefit use UBIC for academic and cultural advancement or for promotion of industry of Fukushima Prefecture, for which no charges/fees will be collected upon use 3 Cases where UBIC is used for projects conducted by the companies certified as the "University of Aizu-launched Venture Business," for which no charges/fees will be collected upon use 4 Use for holding Aizu Open Innovation (AOI) meetings 5 Use by individuals outside the UNIVERISTY for collaborative research with UNIVERSITY faculty and use by UNIVERSITY faculty for the said collaborative research 6 Other ()		
* Usage fees	* Basis for exemption	* Exemption rate	* Exemption amount
円		円	円
* Date of receipt (Y/M/D) Receipt number		* Name of recipient	

NOTES:

- 1 Do not fill in the items with *.
- 2 Unnecessary characters should be erased.