

## **Guidelines for Payment of Gratuities to Global Supporters in FY2025**

Some of the activities of the Global Supporters are considered as work, and rewards will be paid according to the content of the activities.

### **Purpose**

The Global Supporters will conduct activities to promote the momentum for studying abroad and internationalization of Saga University. Each member will receive an honorarium for activities that make use of their special abilities and time, depending on the content of the activity.

### **Gratuities**

Reward will be paid according to the content of the activity. 960 yen/hour

### **Activities eligible for rewards**

- Activities related to event preparation, implementation, and cleanup (in principle, face-to-face activities, including meetings for event implementation)
- Face-to-face counseling on study abroad
- Support related to languages (e.g., peer support for English and other foreign languages)
- Other work requested by the Center for the Promotion of International Exchange.

### **Activities not eligible for rewards**

- Regular monthly meeting, leader meetings, regular team meeting,
- Publicity activities via SNS, etc.
- Activities for post-event review meetings and preparing implementation reports
- Activities that are not reported before or after the event
- Orientation and training for members
- Activities that are conducted during the time that members should participate in classes or research

### **Procedures for Payment of Gratuities**

1. submission of a bank account transfer request form (only at the beginning of the fiscal year)
2. Submission of a copy of the My Number Card (only for those who have not yet submitted it)
3. Submission of a copy of residence card (only for international students)
4. submission of an attendance record
  - Submit the attendance sheet to the International Student Exchange Office by the 10th of the month following the month in which the activity took place. (If the 10th falls on a weekend or a national holiday, submit the work schedule by the preceding weekday.)
  - If there is an unavoidable delay in submitting the attendance sheet, please be sure to consult with the office in advance.
  - Each participant must keep a record of his/her own activities. The completed and stamped attendance sheet must be submitted.
  - If any corrections are necessary, a double line should be drawn and a correction seal affixed.
  - If the student had other work at Saga University in the same month, a copy of the attendance sheet should also be submitted.