

○Doshisha University Animal Experiment Committee Regulations (Established on June 30, 2007)

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	Revised	March 28, 2009	February 18, 2010	
		February 17, 2011	April 26, 2014	
		March 28, 2015		

(Purpose)

Article 1 Doshisha University establishes Doshisha University Animal Experiment Committee (hereinafter “Committee”) to ensure that animal experiments and related activities at the university are conducted appropriately in compliance with the Doshisha University Regulations on the Conduct of Animal Experiments and Related Activities.

(Duties)

Article 2 The Committee shall deliberate the following matters.

- (1) Matters concerning review of animal experiment protocols
- (2) Matters concerning inspection and verification of how animal experiment protocols are implemented and their results
- (3) Matters concerning rearing and maintenance of laboratory animals
- (4) Matters concerning maintenance and management of animal experimentation facilities
- (5) Matters concerning education and training, self-inspection and evaluation, and information disclosure
- (6) Other matters necessary for proper conduct of animal experiments and related activities

2 The Committee shall give appropriate instruction and advice as required to the animal experiment researchers and laboratory animal managers based on the Doshisha University Regulations on the Conduct of Animal Experiments and Related Activities.

3 The Committee shall investigate and examine matters concerning animal experiments and related activities, and report or suggest its findings to the President when necessary.

(Structure)

Article 3 The Committee shall consist of the persons listed below who are appointed by the President.

- (1) One of the Deans of the faculties and of the graduate school that conduct animal experiments
- (2) Director of Physical Plant Division

(3) Director of Health Center

(4) One of the Associate Directors of Center for Environment and Laboratory Studies Support

(5) One of the Secretaries of the Ethics Review Office

(6) 4 persons, who have the expert knowledge in animal experimentation and laboratory animals, from the faculty of Life and Medical Sciences, the faculty of Health and Sports Science, the faculty of Psychology and the Graduate school of Brain Science respectively.

(7) 2 persons with scholarship and experience who are not directly involved in animal experiments and related activities

2 The Committee shall have a Chair, and the Dean of the faculty or of the graduate school that conducts animal experiments shall assume the position, as pointed out in Article 3-1.

3 The Chair of the Committee shall host and represent the Committee.

(Term of Office)

Article 4 The Chair of the Committee shall hold his/her office for one year, and may be reappointed.

2 Committee members under items 2, 3, 4 and 5 of paragraph 1 of the previous Article shall hold their office for the duration of the term of the respective positions.

3 Committee members under items 6 and 7 of paragraph 1 of the previous Article shall hold their office for two years, and may be reappointed.

(Committee Meeting)

Article 5 The Committee shall be convened by the Chair, who shall be the chair of the meeting.

2 A Committee meeting shall be held when two-thirds or more of the Committee members are present, and issues shall be decided by the majority of the members. In the case of a tie, the Chair's vote shall decide the issue.

3 The Committee may request, if necessary, attendance of persons other than Committee members and hear their opinions.

4 A committee member who him/herself is an animal experiment researcher in an animal experiment protocol shall be excluded from the review of the said animal experiment protocol. However, the Committee may permit the committee member to attend the meeting and make remarks.

5 Committee members must not divulge to a third party any information on animal experiment protocols that have come to their knowledge.

(Standards for Review)

Article 6 Standards for review of animal experiment protocols shall be based on ethical standards that are generally recognized reasonable, as well as in compliance with the following respective regulations etc.

(1) Doshisha University Regulations on the Conduct of Animal Experiments and Related Activities

- (2) Act on Welfare and Management of Animals
- (3) Standards Relating to the Care and Management of Laboratory Animals and Relief of Pain
- (4) Guidelines on Methods of Sacrificing Animals
- (5) Fundamental Guidelines for Proper Conduct of Animal Experiment and Related Activities in Academic Research Institutions
- (6) Related laws, ordinances and guidelines issued by authorities concerned regarding animal experiments and related activities

(Review of Animal Experiment Protocols)

Article 7 The Committee shall review whether or not implementation protocols relating to animal experiments and related activities conducted at Doshisha University are appropriately prepared from an objective perspective and the standpoint of assurance of scientific rationale.

(Request for Review)

Article 8 Upon receiving an animal experiment protocol, the President shall promptly request the Chair of the Committee to review the protocol at the Committee.

(Conduct of Review)

Article 9 Upon receiving request for review from the President, the Chair of the Committee shall review the protocol concerned at the committee meeting and make a decision.

2 Should the need arise, the Committee may have the applicant attend the committee meeting where the animal experiment protocol concerned is reviewed and request the applicant to explain the content of the application.

3 Depending on the progress of the review, the Committee may advise the applicant to make changes to the animal experiment protocol concerned.

4 Decision shall be indicated as one of the following.

- (1) Approved
- (2) Conditionally approved
- (3) Not approved

5 The committee meeting for review shall be proceeded according to the provisions in Article 5.

(Result of Review)

Article 10 The Chair of the Committee shall report the result of the review of the animal experiment protocol to the President. The report shall include the conditions in the case the result is item (2) of paragraph 4 of the previous Article, and the reasons in the case the result is item (3).

2 The President shall decide whether or not to approve the result described in the previous paragraph and promptly notify the applicant with the notification of result of review designated separately.

3 The Chair of the Committee shall record and retain the progress and result of the review in written form and may publicize it if deemed necessary.

(Expert Advisors)

Article 11 In the case where investigation and deliberation regarding technical aspects of the animal experiment protocol is necessary, the Chair of the Committee may appoint an expert advisor.

2 The expert advisor may attend the committee meeting and give opinions, but may not participate in the review.

3 The expert advisor shall be dismissed upon the completion of investigation and deliberation of the technical aspect concerned.

(Changes to Research Protocol)

Article 12 In the case the applicant intends to make changes to the animal experiment protocol that received item 1 or 2 in paragraph 4 of Article 9, the applicant must obtain the approval of the Chair of the Committee regarding the changes in advance.

(Re-review)

Article 13 In the case the applicant of the animal experiment protocol that received item 2 or 3 in paragraph 4 of Article 9 has an objection to the decision, the applicant may appeal to the Chair of the Committee for re-review, by submitting materials that support the objection.

2 Provisions in Article 8 through 10 shall apply to the process of re-review described in the previous paragraph.

(Verification of Results of Animal Experiment)

Article 14 The Committee shall verify whether the implementation protocol relating to an animal experiment and related activities conducted at Doshisha University were conducted appropriately, from the standpoints of compliance with relevant regulations and of appropriateness of the experiment results.

(Request for Verification)

Article 15 Upon receiving the report of animal experiment, the President shall promptly request the Chair of the Committee to verify the report.

(Conduct of Verification)

Article 16 Upon receiving the request for verification from the President, the Chair of the Committee shall submit the report to the committee meeting for inspection.

(Result of Verification)

Article 17 The Chair of the Committee shall report the result of verification of the results of animal experiment to the President. At that time, the Chair shall report to the President whatever measures necessary for improvement in the proper conduct of the animal experiment and related activities.

2 The President shall comprehend the compliance of the result of verification in the previous paragraph with relevant regulations, and implement whatever measures necessary for improvement in the proper conduct of the animal experiment and related activities, based on the report of the Committee.

(Operation of Committee)

Article 18 In addition to the provisions in these regulations, matters necessary for the operation of the Committee shall be stipulated separately through deliberation at the Committee.

(Administration)

Article 19 Administration of these regulations shall be handled by the Office of Center for Environment and Laboratory Studies Support and the Office of Ethics Review.

(Amendment and Termination)

Article 20 Amendment and termination of these regulations shall be determined by the President after discussion by the Doshisha University Research Ethics Committee and the Committee of Deans and Directors.

Additional Clause

These regulations shall come into effect on April 1, 2015.