

Internal Rules regarding Conflict of Interest Management

Established on March 16, 2006

Enforced on April 1, 2006

Revised on June 28, 2007; January 13, 2011; March 12, 2015; and May 30, 2017

(Purpose)

Article 1 These Rules stipulate matters regarding the procedure of conflict of interest management pursuant to Paragraph 6 of Article 4 of the Doshisha University Regulations regarding the Conflict of Interest Committee (hereinafter referred to as ‘the Regulations’). The Conflict of Interest Committee shall hereinafter be referred to as ‘the Committee’.

(Reporting by Faculty and Staff, etc. regarding the Conflict of Interest)

Article 2 Target individuals specified in IV-1 of the Doshisha University Conflict of Interest Management Policy (hereinafter referred to as ‘the Policy’) must report to the Chairperson of the Committee (hereinafter referred to as ‘the Chairperson’) individual financial information and related matters regarding possible conflicts of interest that may arise as a result of industry-academia-government collaboration activities.

2 The Chairperson shall specify in the Conflict of Interest Self-Declaration Form the matters to be reported referred to in the previous paragraph.

3 Reporting via the Conflict of Interest Self-Declaration Form shall be made when target individuals recognize that there is a possibility of a conflict of interest.

4 The Chairperson shall distribute the Conflict of Interest Self-Declaration Forms to faculty and staff at an appropriate time.

(Protection of Personal Information)

Article 3 The Committee members, conflict of interest counselors (hereinafter referred to as ‘Counselors’) and individuals in charge of administrative and clerical work must abide by the Rules for Protecting Personal Information, and manage properly the Conflict of Interest Self-Declaration Forms and information, etc. regarding the target case specified in IV-2 of the Policy (hereinafter referred to as ‘the target case’).

(Problem Resolution regarding the Target Case)

Article 4 The Committee, when it is recognized that the target case could damage the integrity of the University, shall conduct the necessary investigation and make efforts to

resolve any problems.

(Investigation and Evaluation by Counselors)

Article 5 Investigation and evaluation conducted by Counselors specified in Paragraph 2 of Article 4 of the Regulations are as follows:

- (1) Counselors shall investigate and evaluate the Conflict of Interest Self-Declaration Form in line with the Problem Resolution Criteria specified in IV-3 of the Policy, and report the evaluation result to the Chairperson.
- (2) Counselors shall, regardless of the Conflict of Interest Self-Declaration Form, conduct the necessary investigation and evaluation regarding the target case according to the purport of the previous article, and report the result of the investigation and evaluation to the Chairperson.
- (3) Counselors shall deliver an opinion regarding the necessity of deliberation by the Committee when reporting to the Chairperson.

(Deliberation by the Committee)

Article 6 The Chairperson shall, when it is deemed necessary to deliberate on the report in the previous article, convene the Committee and discuss the necessary measures to be taken.

2 The Committee may take the necessary steps during the deliberation, such as interviewing a target individual or related faculty and staff, etc.

3 The Committee shall, regarding the problems of the said target case, give appropriate instructions and advice considered necessary in order for target individuals to conduct industry-academia-government collaboration activities smoothly.

4 The Chairperson shall, when it is judged that the said target case may significantly damage the integrity of the University and is beyond reasonable bounds under normal social conventions, notify the target individual of the result of the deliberation, as well as report the result to the President of the University.

(Objection)

Article 7 The target individual may make an objection, accompanied by a statement of objection, regarding the instructions and advice referred to in Paragraph 3 of the previous article, as well as the result of the deliberation referred to in Paragraph 4 of the previous article, and request re-deliberation by the Committee.

2 Procedure and requirements for re-deliberation shall be determined by the Committee.

(Administration)

Article 8 Administrative and clerical work regarding these Rules shall be conducted by the Ethics Review Office.

(Revision or Abolition)

Article 9 The revision or abolition of these Rules shall be determined by the President through the deliberation of the Committee and Directors Meeting.

Supplement

These Rules shall take effect on the thirtieth day of May, 2017.