

Doshisha University Code of Research Ethics

With the globalization and diversification of society, the social role of academic research is becoming complex, and its impact on humans, society and nature is becoming increasingly important. The impact of academic research is simultaneous and widespread through not only research achievements but also individual actions that take place during the entire process of research activity.

In order for academic research to contribute to the promotion of public welfare and make continuous progress, the freedom of research as well as the autonomy of researchers must be secured. Therefore it is essential that researchers possess a high-level of ethical standards to ensure their work is conducted in a disciplined manner.

The development of academic research can make a tremendous contribution to human welfare. However, at the same time, we can not ignore its negative aspect, for example, research findings have sometimes been used for inhumane policies and measures.

A university assumes the mission to conduct in-depth teaching and research in specialized academic disciplines with the aim of developing students' intellectual, ethical and application abilities. Therefore, we must take it seriously that academic research is an intellectual production activity of a public nature and of public interest which is entrusted by society.

Doshisha University declares that the university will exert every effort to earn society's trust and respect for its academic research.

[Purpose]

Article 1 For the purpose of ensuring the credibility and fairness of the University's academic research, Doshisha University hereby establishes the Code of Research Ethics stipulating the required attitude and behavior of researchers engaged in academic research.

[Fundamental Duties of Researchers]

Article 2 Researchers must conduct research in a responsible manner in accordance with their good conscience and beliefs. The objectivity of the research results shall not be distorted by any undue pressure.

- 2 Researchers must respect the dignity of life and individuals, as well as basic human rights.
- 3 Researchers must comply with internationally recognized norms, rules, treaties, etc., and national laws, regulations, pronouncements, etc., academic practices in one's specialized field, as well as Doshisha University's rules and

regulations.

[Definitions]

Article 3 'Researcher(s)' means not just full-time faculty member(s) of Doshisha University but all those who are engaged in research activities at the University. Students are also defined as 'researchers' when engaged in research activities.

2 'Research' means activities, decisions and all other associated works that take place during the entire process of academic research, from the planning of a research project through to the presentation and evaluation of the research results.

3 'Presentation' means and includes all activities for publishing new knowledge and discoveries, or specialized knowledge, related to the research.

[Attitudes of Researchers]

Article 4 Researchers must recognize the extent of their area of expertise and respect the specialist areas of other researchers, while at the same time further devoting themselves to enhancing their own research activities.

2 Researchers must endeavor to understand the cultures, customs and disciplines of other countries, regions, as well as organizations where research activities are conducted.

3 Researchers must understand that co-researchers are equal partners and respect one another's academic positions. Cooperators and supporters of research must always be treated with respect and gratitude.

4 When students are involved in research activities, researchers must ensure that the students' studies are not adversely affected.

5 Researchers must always be able to provide a clear and comprehensible explanation regarding their research project.

6 Researchers must endeavor to carry out self-monitoring of their research progress in the course of a research project so that they are able to submit a progress report at the appropriate time.

[Collection of Information and Data for Research]

Article 5 Researchers must collect materials, information, data, etc. for their research in a scientific and socially valid manner.

2 When collecting materials, information, data, etc., researchers must do so

within a range necessary to achieve its objectives of use related to their research activities.

[Informed Consent]

Article 6 In the case where a researcher undertakes research using personal information, data, etc. related to human behavior, environment, body and mind, the researcher shall clearly explain the purpose and collecting methods, etc. to the participant and obtain his/her explicit consent.

- 2 In the case where a researcher receives information or data from a group or an organization, the provision in the preceding clause applies.

[Protection of Personal Information]

Article 7 In light of the importance of privacy protection, researchers must not reveal to others any material, information, data, etc. collected for his/her research which may lead to the identification of any participant.

[Use and Management of Information and Data]

Article 8 To prevent the loss, destruction, leakage and falsification of materials, information, data, etc. collected or created for research, researchers must take appropriate measures.

- 2 Researchers must retain materials, information, data, etc. collected or created for research for an appropriate period of time so that it can be disclosed to a third party at any time if required. However, if the retention period is defined by a law or other regulation, researchers must obey the law or regulation.

[Safety Management of Equipment, Drugs and Materials]

Article 9 When using devices, equipment, drugs and materials in a laboratory or during research, researchers must comply with the relevant handling rules and guidelines, and strive to ensure effective safety management.

- 2 Researchers are responsible for the final disposal of residues, used drugs, materials, etc. generated during the process of research.

[Publication Standards for Details of Research Findings]

Article 10 Researchers must make their research findings available to the public, thereby contributing to the betterment of society. However, in cases where there are legitimate reasons, such as on account of the acquisition of

industrial property rights, a researcher may defer the publication of the findings for a reasonable period of time.

- 2 Considering that research findings constitute new knowledge and discoveries born from academic conscientiousness and logical faithfulness, researchers must not publish the work of other researchers as their own.
- 3 Researchers must closely examine and respect previous research when publishing research findings, and must not infringe the intellectual property rights of other researchers.
- 4 Researchers must be aware that misconduct in research is an act that can seriously damage society's trust in the university and its researchers. Researchers must never engage in the following misconducts (hereinafter referred to as "specific misconducts):
 - (1) Fabrication (making up data, research results, etc. that do not exist)
 - (2) Falsification (Carrying out operations to modify research documentation, equipment, or research processes and falsify the result, etc. obtained through data, research activities, etc.)
 - (3) Plagiarism (Misappropriating ideas, analysis methods, data, research results, thesis, or terminology by another researcher without the consent from the said researcher or the appropriate presentation.)
- 5 Inappropriate citation, flawed citation, exaggeration, misleading expression, etc. in a research presentation could be regarded as misconduct. Researchers must give appropriate and complete citation to avoid misunderstanding, and use sincere expressions when doing so.
- 6 Duplicate publication (Republishing article of essentially same content as one that has already been published or submitted to another academic journal as an original article regardless of whether it is a print or digital media.) is a misconduct, and it must not be performed.

[Authorship]

- Article 11 Authorship is granted to researchers only when they have made essential contributions to a research project, are responsible for the research content, and have contributed substantially to the inventiveness of the research.
- 2 Authorship that infringes the provision specified in the preceding clause is a misconduct, and it must not be performed.

[Research Funds]

- Article 12 Researchers must always be aware that research funds come from payments by students, subsidies from the national government and local public entities, grants from foundations, and donations from various organizations. Keeping this in mind, researchers must endeavor to make proper use of research funds and fulfill the given mandate and expectations.
- 2 Researchers must use granted research funds only for expenses connected directly with the relevant research project.
 - 3 When using research funds, researchers must comply with the relevant laws and regulations, the university's accounting rules, and rules governing the use of individual research funds.
 - 4 Researchers must manage evidence documents, etc. appropriately, and write down with clarity a true and complete summary of research accomplishments in performance reports.

[Assessment of Research Achievement of Other Researchers]

- Article 13 When a researcher is involved in the assessment of the research achievement of another researcher by being entrusted as a referee or reviewer, they must make a fair assessment without prejudging the researcher's work and evaluate it in accordance with the assessment criteria, review guidelines, etc. as well as on the basis of his/her own beliefs.
- 2 Researchers must not make fraudulent use of information obtained through involvement in research achievement assessments. Confidentiality regarding the research achievement must be strictly maintained.

[The Responsibilities of Doshisha University]

- Article 14 Doshisha University shall develop and implement enlightenment and ethical education plans necessary for enhancing researchers' awareness of the University's stance on research ethics standards.
- 2 To ensure that this Code is effective and enforceable, the University shall take appropriate action against researchers whose behavior violates its research ethics standards.
 - 3 The University shall respond to the complaints, consultation requests, etc. of those who have been subjected to unfair and unjust treatment

regarding his/her research.

- 4 In order to fulfill the responsibility specified in the preceding three clauses, the University has established the Doshisha University Research Ethics Committee.
- 5 Necessary matters regarding the Doshisha University Research Ethics Committee shall be specified separately.

[Clerical Work]

Article 15 Clerical work relating to this Code shall be handled by the Office of the Ethics Review.

[Revision or Abolition]

Article 16 The revision or abolition of this Code shall be determined by the University President through the deliberation of the Doshisha University Research Ethics Committee and Directors Meeting.

Supplement

This Code shall take effect on the first day of April, 2023.