



Doshisha University
Research Ethics Committee

Aiming at Trusted and Respected Academic Research

Doshisha University Code of Research Ethics

**Doshisha University Guideline for Retention
and Disclosure of Research Data, etc.**



Needless to say, researchers must seriously and sincerely engage in academic research to seek the truth. All researchers must be aware that their research activities depend on the trust and mandate of society. The Doshisha University Research Ethics Committee created this brochure to ensure that every researcher of the university can engage in research projects in accordance with high ethical standards. All researchers of the university are urged to read the brochure to deepen their knowledge of research ethics and contribute to the development of the university's academic research.

Materials of the Research Ethics Education

Upon request of “Guideline for Responding to Misconduct in Research,” researchers of Doshisha University are obligated to participate in the Research Ethics Education Program.

Japan Society for the Promotion of Science, “For the Sound Development of Science – The Attitude of a Conscientious Scientists”

text version ▶



e-learning;
eLCoRE ▶



APRIN e-learning program
(Required Course Units for JST Project Attendees*)

Those who wish to take this program should contact
the Department of Research Support. (ji-ksien@mail.doshisha.ac.jp)



*Life and Medical Science (7 units), Science and Engineering (7 units), Humanities (5 units)

The materials can be accessed through the university's website:
<http://www.doshisha.ac.jp/research/ethics/equity.html>

Research Ethics Consultant

In the event of experiencing unfair and unjust treatment regarding your research, please contact a Consultant.

List of
consultants ▶



Prevention of Misconduct in Education and Research Activities

Please be aware that the following acts of research misconduct can erode the trust and confidence of the public in researchers (including students) as well as the university.

× Fabrication

(making up data or results that do not exist)

Example

- *Creating fictitious statements without conducting any interviews
- *Creating false data as a laboratory research result without conducting any research

× Falsification

(manipulating, changing or omitting data or results)

Example

- *Replacing a research participant's records with someone else's
- *Changing the date of an experiment in a laboratory notebook to a different date

× Plagiarism

(using another person's research data or results without appropriate credit.)

Example

- *Copying all or part of another person's article on the Internet and pasting it in one's own paper or report without attributing the source (so-called 'copy & paste')

The acts of research misconduct are often referred to as “FFP,” taken from the initial letter of each misconduct.

If a case of research misconduct arises, Doshisha University will take the necessary measures based on “[Doshisha University Policies on Handling Research Misconduct in Research Activities](#)”

Doshisha University Policies on Handling Research
Misconduct in Research Activities ▶



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., 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 and 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 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 due to 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 acts:
 - (1) Fabrication (making up data that doesn't exist)
 - (2) Falsification (manipulating or changing data)
 - (3) Plagiarism (appropriation of another person's data or results without providing appropriate attribution to the source)
- 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.

[Authorship]

Article 11 Authorship is granted to researchers only when they have been practically involved in a research project, are responsible for the research content, and have made a significant contribution to the inventiveness of the research.

[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 an 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 achieve the objectives 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, 2015.

Doshisha University Guideline for Retention and Disclosure of Research Data, etc.

1. Purpose

This guideline sets out necessary particulars concerning the retention and disclosure of research data, etc. at Doshisha University (hereinafter referred to as "University") to promote fair research activities at the University in accordance with Article 8, item 1 and 2 of the "Doshisha University Code of Research Ethics."

2. Definitions

- (1) In this guideline, "research data" means documents, information, data, etc. that the researchers of the University collected or created.
- (2) In this guideline, "researcher(s)" means those who are referred to in Article 3, item 1 of the "Doshisha University Code of Research Ethics."

3. Methods and Means of Research Data, etc. Retention

- (1) In research activities including experiments and observations, researchers must endeavor to keep records of the progress of their research activities in the form of experiment and observation recording notes, etc. Researchers must include in experiment and observation recording notes sufficient information such as operational logs of experiments, etc., data

acquisition conditions, etc. that will be useful for future usage and examination, while at the same time endeavoring to create the recording notes in such a way that will not allow ex post facto modification. Experiment and observation recording notes must be stored in an appropriate manner as the primary information record of research activities.

- (2) Researchers must retain research data, etc. on which the publication of research findings at a conference presentation, etc. is based in the appropriate form that can withstand use and investigation at a later date. Researchers must take into consideration metadata maintenance, searchability and traceability security that allows usage and reference at a later date. Electronic data must be retained in the reusable forms through organization and management of metadata as well as the creation of an appropriate backup.
- (3) Upon carrying out collaborative research, research representatives must retain a backup for necessary research data, etc. related to research activities of the corresponding researchers upon the transfer or resignation of researchers who belong to the representative's group or must take measures to ensure its traceability by being aware of its whereabouts.
- (4) If no person is present to take the measures stated in 3. (3) due to transfer, resignation, etc. of a research representative, the Responsible Conduct of Research education officer referred in the Article 4, item 3 on "Doshisha University Policies on Handling Research Misconduct in Research Activities" (hereafter referred to as "RCS education officer") must take measures in accordance with this.

4. Retention Period of Research Data, etc.

The desired period for retention of research data, etc. is ten years. However, the retention period for articles such as samples (experiment samples, specimens), devices, etc. is five years as a standard. This shall not apply to those that receive restriction of storage space such as paper-based documents, etc., those that are difficult to retain in nature (e.g. unstable substance, samples that will be consumed through an experiment itself), and those that require enormous resources to retain (e.g. biological samples).

5. Measures Depending on the Characteristics of Research Area

RCS education officers may set up retention methods and retention periods for research data, etc. separately depending on the characteristics of research areas regardless of 3 and 4.

6. Handling of Personal Information, Personal Data, etc. Included in Research Data, etc.

Researchers must obey regulations and guidelines of personal information, personal data, etc. included in the retained research data, etc. and of those whose handling is regulated or require ethical consideration. Furthermore, in cases where researchers have an arrangement, etc. on handling of deliverables with funding facilities in regard to specific research projects, researchers must obey the arrangement.

7. Disclosure of Research Data, etc.

Researchers must explain the legitimacy of research activities with scientific proof and disclose research data, etc. regarding the research findings such as a conference presentations when requested based on the Article 3, item 2 in "Doshisha University Policies on Handling Research Misconduct in Research Activities." Researchers shall bear its responsibility even after their transfer or resignation. However, in cases where the corresponding researcher has relegated the retention of research data, etc. to a research representative or an RCS education officer at the time of their transfer or resignation, the research representative or the RCS education officer shall disclose the data.

8. Clerical Work

Clerical work relating to this guideline shall be handled by the Office of Ethics Review

9. Revision of Abolition

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

Supplement

This guideline shall take effect on the first day of April, 2020.





Contact

Office for Doshisha University Research Ethics Committee

[Office of Ethics Review] TEL: 075-251-3158