

November 1, 2015

To All Researchers at Ritsumeikan University

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### **Distribution of Research Ethics Educational Materials**

Regarding the above subject matter, under the Guidelines for Responding to Misconduct in Research Activities, as revised in August 2014 (approved by the Minister of Education, Culture, Sports, Science and Technology on August 26, 2014; below, the "Guidelines"), all research institutions are to give research ethics education to the researchers affiliated to them. Accordingly, the University will be responding to this requirement as set forth below. All researchers are requested to use this education to deepen their understanding of research ethics for their day-to-day research activities.

#### **1. Introduction**

Regarding implementation of research ethics education at research institutions, the Guidelines state as follows in (1) "Improvement of researchers' ethics by implementing research ethics education" of Section 2 "Efforts for proactively preventing improper acts":

##### **Items to be implemented by research institutions**

- Put the requisite structures in place, in ways such as appointing Research Ethics Education Managers, and periodically implement research ethics education for a broad range of persons involved in research activities.

##### **Items to be implemented by universities**

- Promote implementation of research ethics education for students that is tailored to the characteristics of the educational and research goals and specialist fields of the particular university, so as to thoroughly instill a normative consciousness regarding research ethics in the students.

The University has an obligation to respond to this.

Accordingly, on December 24, 2014, the University's Board of Executive Directors determined "Recommendations for Responses to the 'Guidelines for Management and Auditing of Public Research Funds at Research Institutions (Code of Practice)' and to the 'Guidelines for Responding to Misconduct in Research Activities'" (below, the "Recommendations"). Under the Recommendations, "the educational materials provided by the Science Council of Japan and the Ministry of Education, Culture, Sports, Science and Technology are to be utilized for the education to be implemented in academic year 2015."

#### **2. Research ethics educational materials to be distributed**

*Instructions to Conscientious Scientists for Sound Development of Science* (text-only version) issued by the Japan Society for the Promotion of Science (JSPS) will be distributed to the researchers specified in the Ritsumeikan University Research Ethics Policy and in the Ritsumeikan University Code for Prevention of Improper Acts in Research Activities. (But as regards student researchers, this material will be distributed only to those who are graduate school students).

The pack that is to be distributed has the three components below.

(1) <i>Instructions to Conscientious Scientists for Sound Development of Science</i> (text-only version, JSPS, March 31, 2015) 5 pages
(2) Comprehension Check Test 127 pages
(3) Report Concerning Research Ethics Education 137 pages

### 3. Request to all researchers

- All researchers are requested to read through the text in (1), then complete the check test in (2) as a self-check.
- After that, researchers who receive public research funding or who are involved in research activities that involve public research funding (for example, research representatives under Grants-in-Aid for Scientific Research, research partners, collaborating researchers, research collaborators, and so forth) are requested to fill out the applicable items in the report in (3), and submit it promptly (in academic year 2015, by December 24, 2015 to the extent possible) to the Research Office of their campus of affiliation (in the case of Suzaku, to one of the handling persons in the Research Planning and Development Office who are stated below).

### 4. Where to submit the report

Campus of affiliation	Handling Office	Location	Telephone number (Extension)	Handling persons
Kinugasa	Kinugasa Research Office	2nd Floor, Shugakukan	(511) 2562	Kitaba(Mr.), Sumida(Mr.), Miwa(Ms.)
BKC	BKC Research Office	1st Floor, Techno-Complex	(515) 6558	Taniguichi(Ms.), Miyamoto(Ms.), Hato(Mr.)
OIC	OIC Research Office	5th Floor, Building B	(513) 3508	Nomura(Mr.), Oura(Ms.), Tokunaga(Ms.)
Suzaku	Research Planning and Development Office	5th Floor, Nakagawa Kaikan Hall	(510) 2400	Kuwano(Mr.), Takahashi(Ms.), Hayashi(Ms.)

### 5. Inquiries concerning this matter

All campuses	Handling Office	Location	Telephone number (Extension)	Handling persons
	Research Planning and Development Office	5th Floor, Nakagawa Kaikan Hall	(510) 2400	Kuwano(Mr.), Ohtsubo(Ms.)

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