

## Code of Conduct for Nanzan University Research Activities

(Objectives)

**Article 1** In order to maintain the credibility and impartiality of the academic research carried out at Nanzan University (hereinafter referred to as the “University”), we hereby establish a basic Code of Conduct for those involved in academic research activities (hereinafter referred to as “researchers”) in the University and administrative support workers (hereinafter referred to as “research support staff”).

(Definitions)

**Article 2** For the purposes of this Code of Conduct, the term “researchers” is deemed to refer to those people engaged in research at the University. When students are engaged in research activities, they are included in the definition of “researchers.”

Ⓢ For the purposes of this Code of Conduct, “research support staff” is deemed to refer to those people employed in the University to support research activities by administering and auditing the use of government research funds within the University.

(Basic philosophy)

**Article 3** Researchers and research support staff must adhere to the following basic principles with regard to research activities:

1. undertaking and supporting research that is beneficial to society by contributing to the intellectual foundation, health and welfare of mankind
2. dignity of life and human kind and respect for human rights
3. priority of the guarantee of human rights over scientific or social benefit
4. thoroughness in protecting personal information
5. ensuring matters of safety in research and maintaining an appropriate research environment
6. prevention of fabrication, falsification, plagiarism, improper use of research funds and other improper conduct related to research
7. strict adherence to laws, University regulations and codes of conduct pertaining to research recognized by the likes of academic societies.

(Research involving human subjects)

**Article 4** Researchers carrying out research that involves personal information about individuals must do so in keeping with the procedures outlined in the Nanzan University Ethical Guidelines for Conducting Research Involving Human Subjects, and do so after having acquired the unequivocal consent of the individuals concerned.

(Research Screening Committee)

**Article 5** Researchers about to carry out research that requires screening by the Research Screening Committee under University regulations, must undergo such screening.

Ⓢ In addition to that referred to in the previous clause, screening must also be carried out prior to the commencing the research as required by laws or the regulations of academic societies related to the field in question.

(Protection of personal information)

**Article 6** When storing or using personal information required for research purposes, researchers must strictly adhere to the Nanzan University Regulations Governing the Protection of Personal Information, taking great care to ensure that this information is not leaked and that individuals cannot be identified when research results are published.

(Prevention of fabrication, falsification and plagiarism)

**Article 7** In no circumstances must researchers carry out any of the following types of improper conduct in relation to research:

1. fabrication (creating data that does not actually exist)
2. falsification (changing or falsifying existing data)
3. plagiarism (using data from the research results or publications of other researchers without an appropriate reference to the original author)

② Researchers must take appropriate steps to ensure that other researchers working under their guidance, research support staff, people cooperating with the research, students or others involved in the research (hereinafter referred to as “subordinate researchers”) do not carry out any of the improper conduct referred to in the previous clause.

③ In order to prove that the improper conduct referred to in the previous clause is not occurring, researchers must ensure that necessary materials and data, in addition to records pertaining to the research (notes on experiments etc) are stored and available for an appropriate period of time.

(Storage and disclosure of research data)

**Article 7. (2)** Researchers must store and make available the necessary materials, data and records pertaining to the research process (notebooks on experiments etc.) for an appropriate length of time to enable research results to be verified. The specific length of the period for which such materials should be stored will be determined separately.

② As a general rule, when requested to do so by the Investigation Committee etc., researchers must comply in disclosing research data.

(Prevention of improper use of research funding)

**Article 8** When using research funds, researchers must do so in keeping with the relevant laws and University regulations. In addition, researchers must strive to use the research funds in the most effective and efficient manner possible.

② Researchers and research support staff must strive to meet their responsibilities and use the research funds in an appropriate manner, remaining constantly aware that the source of the research funding is operational grants or aid from central and regional government bodies, subsidies from foundations or corporations, joint research funds and grants.

(Response upon discovering improper behavior)

**Article 9** When researchers or research support staff become aware of improper behavior, they must take swift steps to ensure that all details are brought into the open in an appropriate manner.

(Appropriate publication of research results)

**Article 10** Except for when there are logical constraints on the publication of

results, such as in the case of applications for patents, so as to widely disseminate the results of the research, the researcher must strive to use appropriate methods to publish such results.

Ⓢ When publishing research results, there must be no consideration given to personal gain, nor must any improper pressure brought to bear to affect the objectivity of the results.

(Conflict of interests)

**Article 11** In carrying out research activities, researchers must remain impartial, paying due attention to potential conflicts of interest. In cases in which such conflicts of interest arise, information must be made available and the situation managed in an appropriate manner.

(Fair screening)

**Article 12** In cases in which researchers are to undergo screening for research subsidies or awards from academic societies or for academic journals, the screening must be carried out in a fair manner, taking into account only relevant academic standards and with no improper evaluation of matters such as the researcher's affiliations or relationships with other researchers being screened.

Ⓢ Researchers who obtain research information in the process of undergoing the screening referred to the previous clause, must not use that information in an improper manner for the purposes of their own research, or leak it to other parties.

(Considering subordinate researchers)

**Article 13** When discharging their research activities, researchers must constantly strive to take into account the interests of the subordinate researchers. Improper conduct, such as any form of harassment, or taking advantage of the position of subordinate researchers to compel them to support or cooperate with your research is strictly forbidden.

(Safety management)

**Article 14** Researchers must take every precaution to ensure that the machinery, equipment or drugs used in experiments does not cause harm to those engaged in the research, or other people, whether they be affiliated or not affiliated to the University.

Ⓢ Waste fluids, drugs or other materials used in the research must be disposed of in keeping with relevant laws and University regulations and must not be allowed to harm the natural environment.

(Roles of research support staff)

**Article 15** Research support staff must not become involved in any form of improper conduct when administering research funding.

Ⓢ While it goes without saying that research support staff must not become involved in improper conduct by researchers, by fulfilling their role of administering and auditing the use of government research funds, they must also strive to ensure that improper behavior is prevented.

(Amendments to the Code of Conduct)

**Article 16** Any amendments to this Code of Conduct must be approved by the Faculty Senate.

Supplementary Provision

This Code of Conduct comes into force from April 1, 2009.

Supplementary Provision

This Code of Conduct comes into force from April 1, 2015.

Supplementary Provision

This Code of Conduct comes into force from October 1, 2016.