

Matters ruled for the Preservation and Disclosure of Research Data as defined in Article 7- 2 of the Regulations regarding Promoting Research Integrity of Kyoto University

July 30, 2015

Enactment of ruling by  
Vice-President in charge of  
Research

[Obligations of Faculty and Staff]

1. Faculty and Staff (“Members of the board, faculty and staff members, students, and other individuals who engage in research activities at KU” stipulated in Article 2- 1 of Promoting Research Integrity Regulations of Kyoto University (Order No. 59 of 2014. hereinafter “Regulations”)) shall preserve research data ,that is, research materials which are the grounds of presented research discovery (hereinafter referred to as “said research papers, etc.”),for the period stipulated by the supervisors in accordance with the preservation plan as defined in the 6 paragraph, and in a form with which they can disclose , respond to inquiry about and verify the research materials and must not modify them.
2. If concerned research papers , etc. are suspected, Faculty and Staff must disclose the research data as necessary.
3. The two previous paragraphs shall also apply to the cases where the Faculty and Staff no longer engage in research activities at KU due to resignation, graduation, or completion of an academic course, etc.
4. Faculty and Staff, when no longer engaging in research activities at KU due to resignation, graduation, or completion of an academic course, etc., must report where the research data is kept to Supervisors who prepared the preservation plan with regard to such research data so that KU can trace . Provided that in cases where the Faculty and Staff themselves are Supervisors or there is no Supervisors, they must report to the Departmental Chief Research Integrity Officer of the relevant Department or the person appointed by the Departmental Chief Research Integrity Officer.

[Obligations of Supervisors]

5. A Supervisor, etc. (“a person who is in a position of supervising or guiding Faculty and Staff” as stipulated in Article 5- 1 of the Regulations) shall appropriately instruct and educate Faculty and Staff regarding Preservation of Research Data when they instruct them on necessary matters for promoting research integrity.
6. A Supervisor shall form a preservation plan that includes the preservation period of research data (hereinafter referred to as “Preservation Plan”), and show to the Faculty and Staff , etc. that he/she supervises or instructs, and shall improve the environment to properly preserve research data. Except for under special circumstances, the preservation period to be stipulated in the preservation plan shall be at least 10 years after the presentation of the said research papers, etc., and shall not be stipulated less than 10 years.
7. To give guidance as stipulated in paragraph 5, Supervisors, etc. shall instruct Faculty and Staff on observing the preservation period as stipulated in the provision of the preceding paragraph, preserving the research data as long as possible even after the said preservation period, and their accountability for the said research papers, etc.,.
8. When forming a preservation plan, Supervisors shall stipulate it on the basis of the criteria indicated by the government or academic bodies, such as scientific societies, and in view of the nature, etc. of the research field.
9. In the case of setting a preservation period shorter than 10 years under special circumstances, Supervisors shall report to the Departmental Chief Research Integrity Officer of the related department. In this case, if there is an allegation of research misconduct related to the research data preserved based on the said preservation plan, the Supervisor shall hold himself /herself the accountability for the preservation plan.

[Obligations of Departmental Chief Research Integrity Officer]

10. Departmental Chief Research Integrity Officers shall stipulate the preserving method, its management policy, and the treatment of the preservation plan of research data in the relevant department, and disseminate to the Faculty and Staff of the relevant department and educate them on preservation of research data.

[Miscellaneous]

11. Other than the matters stipulated in these regulations, when there are laws or orders to be observed such as those related to personal information, or matters that require ethical

considerations, such laws and orders shall be followed. When there is a contract of the treatment for the product with regard to the specific research project with an external organization, such contract shall be followed.

#### Supplementary Provisions

1. These matters shall be effective from September 1, 2015, and be also applied to existing research data on the date of the issue.
2. Departmental Chief Research Integrity Officers and Supervisors shall stipulate preserving method of research data, its management policy, the treatment of preservation plan, and preservation plan within fiscal 2015. Faculty and Staff must not destroy research data until the preserving method of research data, its management policy, the treatment of preservation plan, and preservation plan are stipulated.

**The original Japanese text of regulations has effect, and this translation is to be used solely for reference.**