Reitaku University Research Data Policy

Explanatory Notes and Supplementary Information

Introduction

These Explanatory Notes explain the underlying concepts of each provision of the Reitaku University Research Data Policy (hereinafter referred to as "the Policy") and supplement its interpretation. The Policy sets out the University's basic principles for research data management. Practical matters, including specific methods of preservation, retention periods, disclosure procedures, and the preparation of Data Management Plans (DMPs), are addressed in separately established Research Data Management Guidelines and related documents.

Preamble

Policy Text

Reitaku University (hereinafter referred to as "the University"), guided by its founding philosophy of "the unity of knowledge and virtue" (Chitoku Ittai), has a mission to contribute to the development of society through academic research.

Research data collected or generated through research activities constitute important academic assets underpinning research outcomes. Appropriately managing such data and promoting their disclosure and reuse wherever possible contribute to ensuring the reliability and transparency of research, advancing scholarship, and returning the benefits of research to society.

In light of the "Basic Approach to the Management and Utilization of Research Data Supported by Public Funds" (April 27, 2021, Integrated Innovation Strategy Promotion Council), among other relevant initiatives, the University establishes this Policy to promote the appropriate management, preservation, disclosure, and reuse of research data.

Explanation

The Preamble describes the background to and the University's fundamental approach toward promoting appropriate research data management. Research data are important information supporting research outcomes. Their appropriate management helps ensure research reliability, transparency, and verifiability. Reuse of research data that can be disclosed also contributes to academic progress and the return of research benefits to society.

The term "academic assets" does not mean that all research data automatically become the property of the University. Rights relating to research data and the conditions governing their use are determined in accordance with applicable laws and regulations, contracts, internal university rules, research funding conditions, and other relevant requirements.

Note: A Data Management Plan (DMP) is a document setting out matters such as the types of research data, how they will be managed and preserved, and policies for their disclosure. Some research funding programs require submission of a DMP.

Section 1. Purpose

Policy Text

This Policy establishes the University's basic principles for the appropriate management of research data and aims to contribute to the sound development of research activities and the advancement of academic research.

Explanation

This section clarifies that the Policy sets out the University's basic principles for research data management. "Management" encompasses the entire handling of research data, from collection and generation through organization, preservation, use, sharing, disclosure, and disposal. Specific management methods should be determined in light of the research discipline, methodology, nature of the data, contractual conditions, and other relevant factors.

Section 2. Research Data

Policy Text

For the purposes of this Policy, "research data" means information collected, generated, or obtained in the course of or as a result of research activities at the University, regardless of whether the medium is digital or non-digital.

Explanation

Research data include not only information generated by researchers themselves but also information provided by third parties, collected from existing materials, or obtained from databases and other sources. They are not limited to electronic files: non-digital materials, such as paper research notebooks, questionnaires, and photographs, may also fall within the scope of the Policy.

Main Examples of Research Data

Category	Examples
Experiments and observations	Measurements, experimental records, observation records, sensor data, etc.
Surveys and source materials	Questionnaires, interview records, field notes, collected source materials, etc.
Analysis and information	Photographs, video and audio recordings, statistical and processed data, programs, source code, AI-related data, etc.
Research records	Research notebooks, laboratory notebooks, data processing records, etc.

Conditions governing the use of data created by third parties, and the handling of research materials and specimens, must be checked against applicable rules and regulations.

Section 3. Responsibilities of Researchers

Policy Text

Faculty members, staff members, research fellows, graduate students, and other persons engaged in research activities at the University (hereinafter referred to as "researchers") shall exercise appropriate judgment and manage research data responsibly, taking into account applicable laws and regulations, contracts, internal university rules, research ethics, the characteristics of their research disciplines, and requirements established by research funding organizations and other relevant bodies.

Explanation

The nature of research data and the requirements for their management differ by discipline and research project. Accordingly, as a general principle, the researchers most familiar with the data determine appropriate

management methods after checking applicable laws and regulations, contracts, internal university rules, research ethics, requirements of research funding organizations, and other relevant conditions. The principal investigator or person responsible for the research shall coordinate research data management as necessary across the project.

Scope of "Researchers"

For the purposes of the Policy, "researchers" include faculty and staff members, research fellows, graduate students, undergraduate students conducting graduation research or similar activities, and collaborative researchers who engage in research activities at the University, regardless of whether they have an employment relationship with the University. Where students handle research data, their academic supervisors or persons responsible for the research shall provide the necessary guidance and supervision.

A researcher's responsibility for data management does not mean that the researcher independently holds all rights relating to the research data. Such rights and conditions of use may be restricted by contracts, agreements with collaborative researchers, intellectual property rights, and other relevant conditions.

Section 4. Disclosure and Reuse of Research Data

Policy Text

Researchers shall promote the disclosure and reuse of research data wherever possible, taking into account the characteristics of their research disciplines. However, this shall not apply where disclosure is inappropriate due to personal information, sensitive information, intellectual property rights, trade secrets, security export controls, collaborative research agreements, or other legal or contractual restrictions.

Explanation

This section establishes the principle of promoting the disclosure and reuse, wherever possible, of research data for which disclosure is appropriate. It does not require the disclosure of all research data. Where restrictions arise from personal information, intellectual property, confidentiality obligations, contractual restrictions, national security requirements, or other relevant factors, access may be restricted or the data may remain undisclosed.

Decisions on disclosure should be guided by the principle "As Open as Possible, As Closed as Necessary," taking into account the nature of the data, relevant rights, explanations given to and consent obtained from research participants, the timing of disclosure, and other relevant considerations.

Section 5. Responsibilities of the University

Policy Text

To support researchers in appropriately managing research data, the University shall endeavor to develop the necessary environment and strengthen its support systems. The University shall also review this Policy as necessary in light of changes in social circumstances, academic developments, laws and regulations, and other relevant factors.

Explanation

This section clarifies that research data management is not left solely to individual researchers; the University, as an institution, will also work to provide the necessary environment and support. Taking into account internal circumstances and available resources, the University will develop appropriate support arrangements for information provision on research data management, DMP preparation, preservation environments, disclosure, and related matters.

To respond to changes in the environment surrounding research data, the University will review this Policy and related documents as necessary in light of social circumstances, academic developments, changes in laws and regulations, research funding systems, and other relevant factors.

Relationship Between This Policy and Applicable Laws and Regulations

This Policy sets out the University's basic principles for research data management and does not take precedence over applicable laws and regulations, contracts, rules established by the University, or other requirements governing the handling of research data.

Practical matters, including specific management methods, are governed by the Research Data Management Guidelines and other relevant documents.

End

This English translation is provided for reference purposes. In the event of any discrepancy between the Japanese original and this translation, the Japanese original shall prevail.