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## **ICU Regulations on the Research Ethics Committee**

(Establishment)

Article 1. International Christian University (herein “the university”) is to establish a Research Ethics Committee (herein “the committee”).

(Objective)

Article 2. The committee aims to investigate whether appropriate considerations are being made with regard to research that studies human subjects. Such research is that conducted by the university’s full-time and part-time educational staff, research fellows of the university’s research institutes, and graduate students or other individuals involved in research at the university (herein “the researcher”). Matters that are to be given sufficient consideration include but are not limited to individuals’ sense of dignity, respect for human rights, and protection of personal information.

(Purview)

Article 3. The following matters are to be within the purview of the committee’s investigations.

- (1) Matters related to the investigation of research projects’ implementation plans, method of making research results public, etc.
- (2) Matters related to verification of implementation of research plans, etc.
- (3) Other matters related to research ethics

(Composition)

Article 4. The committee is to be organized with the following members.

- (1) Director of Center for Research Planning and Support (committee chair)
  - (2) Dean of the Graduate School
  - (3) One (1) member of the educational staff of a department in the humanities
  - (4) One (1) member of the educational staff of a department in the social sciences
  - (5) One (1) member of the educational staff of a department in the natural sciences
  - (6) An undefined small number of other individuals deemed necessary by the President
2. The committee shall be composed of both men and women.
  3. The committee members described in clause 1, items 3 to 5 of this article shall serve 2-year terms. Committee members shall be able to serve multiple terms. If a committee member leaves a vacancy on the committee mid-term, the new committee members replacing him/her shall serve the remainder of that term.
  4. The chair shall call meetings to order and lead discussion.

Article 5. Quorum shall be two-thirds.

2. A vote of two-thirds of members in attendance shall be required to pass motions. However, to decide on investigations, as described in article 6, clause 3, a unanimous vote is required.

(Investigation Procedures)

Article 6. The researcher shall submit a research ethics investigation request form (form 1) to the President.

2. When the President receives a request form, as described in the preceding clause, he/she shall refer

the investigation to the committee. However, as described in article 10, investigations are not limited to these cases.

3. The results of the committee's investigations shall conform to one of the following.
  - (1) Approved
  - (2) Conditional approval
  - (3) Change recommended
  - (4) Rejected
  - (5) Not applicable
4. When deemed appropriate, the committee may request outside individuals not on the committee to attend its meetings (including individuals from outside the university with specialized knowledge) and hear their explanations or opinions about the research project in question.
5. If a committee member has some relationship to the research project in question, then he/she is not to be included in the investigation.
6. After reporting the results to the Vice President for Academic Affairs, the chair shall use an investigation results summary form (form 2) to give an expedient response to the President on an investigation's results.
7. Based on the response described in the preceding clause, the President shall inform the researcher of the results of the investigation using the notification of investigation results (form 3).

(Follow-up Investigation)

Article 7. If the President has doubts about the results of an investigation, he/she may request the committee to conduct a follow-up investigation.

2. If the researcher objects to the results of an investigation, the President may request a follow-up investigation.
3. If the President deems it necessary, after deliberation with the Vice President for Academic Affairs and the committee chair about a request as described in the previous clause, he/she may ask the committee to conduct a follow-up investigation.

(Changes to Research Plans)

Article 8. If the researcher changes his/her approved or conditionally approved research plan, he/she is to submit a change of research plan request (form 4) to the President.

2. If the President deems it necessary, after deliberation with the Vice President for Academic Affairs and the committee chair about a change of research plan request as described in the previous clause, he/she may ask the committee to conduct an investigation.

(Verification of Implementation of Research Plans, etc.)

Article 9. The committee may investigate a research project or ask a researcher for a report about his/her project. In this case, if there are any areas of the research project that must be improved, then the committee must provide the necessary advising and recommendations.

(Exceptions to Regular Investigations)

Article 10. The President may make a determination about a research project in consultation with the Vice President for Academic Affairs and the committee's chair without going through the regular investigation process in cases where an investigation is urgently required or where it is possible to make a clear estimation of a potential investigation's results based on past investigations.

(Administration)

Article 11. The Center for Research Planning and Support is to serve as the Committee's secretariat.

(Miscellaneous)

Article 12. In addition to those matters determined herein, other such matters necessary for the implementation of these regulations shall be determined by the committee.

(Revision and Abolition)

Article 13. The President shall revise or abolish these regulations after the committee and Senate have deliberate on such revisions or abolition.

Supplementary Provisions:

1. These regulations shall be effective from 14 February 2013 and shall be applied to research conducted on or after this date.
2. After the implementation of these regulations, the first members to serve on the committee, as described in article 4, clause 1, items 3 through 5, shall have their first term of service end on 31 March 2015, regardless of the stipulation in article 4, clause 3.
3. These revised regulations shall be effective from 1 April 2017.
4. These revised regulations shall be effective from 1 April 2020.