

## **Ritsumeikan Asia Pacific University Regulations for Conflict of Interest**

### **Chapter One: General Rules**

#### **(Purpose)**

Article 1 These regulations stipulate the policy and procedures for appropriate management of conflict of interest and help faculty and staff members to promote sound education and research at Ritsumeikan Asia Pacific University (“University”), and social contribution activities.

#### **(Definitions)**

Article 2 The term, “Conflict of Interest,” consists of both “Conflict of Duties” and “Conflict of Interest as Individual as defined under the Section 2 and Section 3.

2 “Conflict of Duties:” a situation in which commitment of external activities interferes with fulfilling the duties at the University.

3 “Conflict of Interest as Individual:” a situation in which financial or other types of gains from external activities are not consistent with or are detrimental to the responsibilities for education and research at the University.

#### **(Scope of Application)**

Article 3 These regulations apply to Professors, Associate Professors, Tenured Senior Lecturers (*tokunin koshi*), Fixed-term Professors, Fixed-term Associate Professors, Specially-Commissioned Professors, Specially-Appointed Professors, Specially-Appointed Associate Professors, Specially-Employed Professors, Continuously-Employed Associate Professors, Continuously-Employed Lecturers, Assistant Professors (*jokyo*), Lecturers, Permanent Staff, Contract Staff members (*tokutei shokuin*), and Contract Staff members (hereinafter referred as “faculty and staff members”).

#### **(Applicability of Conflict of Interest Management Policy)**

Article 4 This policy applies to either of the following situations.

- (1) In the case of screening applications for outside employment as stipulated in Article 4, Paragraph 3 of the Ritsumeikan Trust Regulations on Outside Employment.
- (2) Faculty and staff members receive personal benefit from companies or other external organizations. Such benefit includes monetary benefit such as salary, remuneration, or manuscript fee; goods, equipment, or personnel; or financial benefit such as equities.
- (3) Faculty and staff members procure goods and services of certain sum or higher from the organizations as stipulated in the first item under this Article.
- (4) Faculty and staff members engage undergraduate or graduate students in social contribution activities.
- (5) Other situations stipulated by the Conflict of Interest Committee as provided in Article 6.

#### **(Policy for Conflict of Interest)**

Article 5 The President must establish the policy for conflict of interest based on deliberation by the Conflict of Interest Committee and inform all faculty and staff members of the policy to set up an environment where social contribution activities can be promoted fairly.

### **Chapter Two: Management Policy and Procedures for Conflict of Duties**

#### **(Committee Establishment)**

Article 6 Conflict of Interest Committee (“the Committee”) will be established under supervision by the President to appropriately manage conflicts of interest.

**(Committee Members)**

Article 7 The Committee consists of the following members:

- (1) Executive Trustee (responsible for Ritsumeikan Asia Pacific University);
- (2) Vice President (Research);
- (3) Vice President (Academic Affairs);
- (4) College Deans;
- (5) Dean, International Cooperation and Research Division;
- (6) Dean, Academic Affairs;
- (7) Director, Center for Language Education
- (8) Director, Education Development and Learning Support Center
- (9) UASS Director; and
- (10) Others appointed by the President.

2 The executive trustee responsible for Ritsumeikan Asia Pacific University serves as the Chairperson; the Vice Chairperson will be appointed by the Chairperson.

3 When the Committee deems necessary, non-Committee members may be asked to attend a Committee meeting to offer opinions.

4 Committee members and individuals asked for attendance at a Committee meeting and those people who engage in clerical work of the Committee must not divulge confidential information learned during the course of their duties and/or service.

**(Discussion Items by the Committee)**

Article 8 The Committee deliberates and examines the following items:

- (1) Policy for conflicts of interest;
- (2) Matters related to the screening of applications for outside employment as stipulated in Article 4, Paragraph 3 of the Ritsumeikan Trust Regulations on Outside Employment
- (3) Disclosing information on monetary benefits;
- (4) Publicity and education on conflicts of interest; and
- (5) Investigation of conflict of interest cases, guidance for improvement and an advice or order for corrective actions.

**(Deliberation Procedure of the Committee)**

Article 9 Upon request from the President the Committee investigates a potential or real conflict of interest involving a faculty or staff member and deliberates whether his/her engagement in external activities can be allowed.

2 The Committee promptly notifies the concerned member of the deliberation result.

3 After the deliberation is made as provided under the preceding section, when the Committee deems

necessary, it provides advice to the concerned member for resolving the conflict of interest.

4 If the concerned member disagrees with either the deliberation result or advice, he/she may file an appeal to ask for reconsideration. The Committee will convene a meeting for deliberation again and propose recommendations to the President for a final decision.

**(Contact for Consultation Service)**

Article 10 Administration Office will serve as the first contact for faculty or staff members who seek advice for a potential or real conflict of interest and/or wish to take a procedure for resolving a conflict of interest.

**(Conflict of Interest Advisers)**

Article 11 With a purpose to consult with faculty and staff members concerning a potential or real conflict of interest and permeate knowledge about conflicts of interest, Dean of International Cooperation and Research Division, Dean of Academic Affairs and UASS Director shall be appointed as Conflict of Interest Advisers.

2 These advisers will fulfill the following duties:

- (1) Consult with faculty or staff members about a conflict of interest or provide advice;
- (2) Publicize information about conflicts of interest and enhance faculty and staff members' knowledge of these issues;
- (3) Conduct an investigation of general conflicts of interest and a specific case of conflict of interest;
- (4) Decide whether it is necessary for the Committee to deliberate a conflict of interest case;
- (5) Address other matters relative to conflicts of interest.

**Chapter Three: Management of Conflict of Duties  
(Procedure for Approving External Activities)**

Article 12 Procedures for outside employment shall be in accordance with the Ritsumeikan Trust Regulations on Outside Employment.

Article 13 Omitted

Article 14 Omitted

Article 15 Omitted

**Chapter Four: Management of Conflict of Interest as Individual  
(General Responsibility)**

Article 16 Faculty and staff members shall not put their financial profit or other personal benefit before their responsibilities for education and research at the University.

**(Responsibility for Disclosing Information of Financial Profit)**

Article 17 Faculty and staff members must report to the President once a year through taking the information disclosure procedure as stipulated by the Committee, if they receive annual financial profit of one million Yen or more from one corporation in any form described below, if they own unquoted securities, or if they receive stock option:

- (1) Remuneration (as a board member, or service fee as an adviser);
- (2) Salary;
- (3) Financial gain relative to an intellectual property right, such as income from patent rights;
- (4) Gift or donation.

**Chapter Five: Others  
(Training)**

Article 18 The President must hold a regular training for faculty and staff members.

**(Revision and Abolition)**

Article 19 Revision and abolition of these regulations will be deliberated at a University Senate meeting before the President makes a final decision.

Supplementary Provision

These regulations shall go into effect on July 29, 2009.

Supplementary Provision (March 17, 2015 Partial revisions in line with changes to scope of application.)

These regulations shall go into effect on April 1, 2015.

Supplementary Provision (December 7, 2016 Partial revisions in line with changes to the scope of eligibility and changes to the procedures for the approval of part-time lecturing at other institutions.)

These regulations shall go into effect on April 1, 2017.

Supplementary Provision (September 9, 2020 Partial revisions in line with Formulation of the Ritsumeikan Trust Regulations on Outside Employment.)

These regulations shall go into effect on October 1, 2020.

Supplementary Provisions (Partial amendment following changes to add committee members, March 28th, 2023)

These Regulations are effective from April 1, 2023.

*This English document is a translation of the original Japanese document and is for reference only. If any differences between the Japanese text and the English translation may appear, the Japanese text shall prevail in all aspects.*