

What is “Research Ethics”?

Those of you who just joined our graduate school will choose your own research theme and enter the world of research, while those of you who have already been with us a while are now devoting efforts to your research on a daily basis. When it comes to research, you are free to choose your own research theme; however, you cannot use at will an approach or a methodology you may want. If you conduct research activities at will, you may infringe on someone's rights or violate the rules that you as researchers are bound by. “Research Ethics” comprises the knowledge and mindset you need in order to avoid such situations.

Students who conduct research are treated as researchers in the same way as faculty members. As a researcher, you need to learn research ethics and conduct research activities responsibly based on the code of ethics.

What is misconduct in research activities?

Conducting research with due caution, as the following acts are considered misconduct.

● Fabrication

Creating data or research results, etc. that don't exist

● Falsification

Manipulating research materials, equipment or processes, resulting in data or research results that are not authentic

● Plagiarism

Appropriating the ideas, analysis/ analytical methods, data, research results, research papers, or terminology of other researchers without permission or assigning appropriate credit

Misconduct

● Others

• Duplicate submission
Submitting a research paper that is essentially the same as one that has already been published or submitted to another academic journal

• Inappropriate authorship
Failing to properly credit the author(s) of a research paper

...and so on

[An Example of Misconduct] “A doctoral degree was revoked at University A”

University A conducted an investigation in response to a tip from an outside source. As a result, plagiarism (unauthorized citation) was discovered in a research paper posted on the University A's bulletin. The author (a graduate student) of the research paper wrote his/her academic dissertation based on it; therefore, the dissertation was investigated as well. As a result, a number of inappropriate citations were found, resulting in revocation of the student's degree.

Duties of Researchers

🔍 Fair Research

Researchers must conduct research activities in a fair manner without engaging in any misconduct. The following acts are also clear cases of misconduct.

- ❌ Unconsciously committing an act of misconduct due to carelessness or lack of knowledge
- ❌ Reluctantly committing an act of misconduct in order to meet a deadline
- ❌ Unwillingly committing or engaging in an act of misconduct due to peer pressure

🔍 Appropriate publication

When publishing research results, researchers need to ensure their authenticity, respect the research results of other researchers, and then take appropriate steps by following the relevant rules. With advanced information technology available in today's society, it is easy to copy/paste or manipulate data, therefore this point requires particular attention.

🔍 Consideration for subjects of research and people involved in research

Researchers must pay due to the subjects/people involved in the research, such as subjects of surveys, research subjects and other researchers. Appropriate consideration must be given to various issues, such as the rights of people and organizations that are the subjects of research, animals used in research processes, and the originality of the research results of preceding researchers.

Code of Ethics related to prevention of misconduct in research activities at Toyo University

Researchers at Toyo University must recognize the fact that academic research is founded on trust as well as a mandate from society, and based on that recognition, they must act with integrity according to their conscience and principles under high ethical standards. Researchers are required to carry out research activities based on their fundamental ethical principles.

In this context, based on “the Code of Conduct for Toyo University Incorporated Educational Institution”, the university has set out the rules to which all researchers should adhere and established “the Codes of Research Ethics” to ensure authenticity and integrity in our academic research.

“The Codes of Research Ethics” are posted on the university's website. Please make sure to read them!

Major initiatives at Toyo University

- Promotion of e-learning for research ethics education
- Seminars on research ethics
- Use of misconduct detection software in thesis reviews



Checklist for Misconduct Prevention

- Are you compliant with “the Toyo University Codes of Research Ethics” as well as relevant laws and regulations?
- Were research materials, information and data properly collected?
- Did you obtain clear consent for the handling of personal information and from data providers?
- Did you indicate expressions and content of copyrighted material that were published as citations?
- Did you make sure not to omit non-supportive data and material?
- Are relevant research records including collected, extracted or prepared information/data managed in a way which allows subsequent verification?

Who to contact when in doubt

Students should first consult their research advisers regarding matters related to their research. Criteria related to misconduct vary wildly depending on the field of research, and it is sometimes difficult to establish uniform criteria or to make your own judgment on misconduct.

Further, when reporting the research-related misconduct of others or if you are mistreated in connection with any research activities, please contact the below offices.

- ◆ **Contact outside the university**
 - Reporting and consultation by telephone
TEL: 0120-370-640 (Hours: Weekdays 12:00–21:00 / Weekends and holidays 9:00–17:00)
 - Reporting and consultation online
URL: https://www.dial-soudan.jp/et/toyo_univ_et/
User ID “toyo”, Password “tetsugaku”, (After log-in) Contract ID “toyo”
- ◆ **Contact within the university (President’s Business Section of the President’s Office)**
TEL: 03-3945-7240 (Hours: Weekdays 9:30–16:30 / Saturday 9:30–12:30)

Reference materials

- **Guidelines for Responding to Misconduct in Research**
(Adopted by the Minister of Education, Culture, Sports, Science and Technology on August 26, 2014.)
- **Research Ethics (Toyo University Website)**
URL : <http://www.toyo.ac.jp/about/effort-activity/research-xpenses/>
- **Toyo University Codes of Research Ethics**
- **University A “Summary of facts related to acquiring a degree through illicit means**



TOYO UNIVERSITY

For Graduate School Students

Toyo University Research Ethics

— Guidelines for Researchers —

