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Ritsumeikan  
Asia Pacific University

# APU Research Ethics & Compliance Training Session

APU Academic Office  
Research Subsidy Team

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# 1. Introduction

## Research Ethics and Research Compliance Training

APU has determined its internal rules and regulations on grant/subsidy usage, such as the Ritsumeikan Asia Pacific University Research Code of Ethics\*<sup>1</sup> and the Ritsumeikan Asia Pacific University Regulations for the Management of Public Research Funds\*<sup>2</sup> largely based on The Ministry of Education, Culture, Sports, Science and Technology (MEXT)'s guidelines.

\*1 Ritsumeikan Asia Pacific University Research Code of Ethics

\*2 Ritsumeikan Asia Pacific University Regulations for the Management of Public Research Funds

<https://en.apu.ac.jp/home/research/content5/>

# 1. Introduction

The Academic Office offers training programs for Research Ethics and Compliance so that researchers can gain a better understanding of the standard of research conduct required of them and be aware of the rules pertaining to research grant usage. **All doctoral and master's students are required to complete the Research Ethics and Compliance training programs.**

Please be advised that to be eligible to receive a grant or subsidy, either internal or external, submission of proof showing that the said training programs have been completed is required.

# 2. Outline

	<u>Research Ethics Training</u>	<u>Research Compliance Training</u>	<u>Written Pledge</u>
<b>Ph.D. students</b>	Mandatory	Mandatory	Mandatory
<b>Master students</b>	Mandatory	Mandatory	Mandatory
<b>Method</b>	Taking JSPS e-learning course [eL CoRE]	Viewing the video of the training session created by MEXT.	Check three items on the pledge form available on Moodle.
<b>Approximate time required</b>	1 - 2 hours	30 – 45 minutes	2 - 3 minutes
<b>Documents to be submitted</b>	<input type="checkbox"/> Certificate	<input type="checkbox"/> Comprehension Test	<input type="checkbox"/> Written Pledge
<b>Documents Submission</b>	Moodle	Moodle	Moodle
<b>Browser</b>	<input type="radio"/> Microsoft Edge <input type="radio"/> Google Chrome <input type="radio"/> Firefox <input type="radio"/> Safari	<input type="radio"/> Microsoft Edge <input type="radio"/> Google Chrome <input type="radio"/> Firefox <input type="radio"/> Safari	<input type="radio"/> Microsoft Edge <input type="radio"/> Google Chrome <input type="radio"/> Firefox <input type="radio"/> Safari
<b>Deadline</b>	<b>Spring: April 30<sup>th</sup></b> <b>Fall: October 30<sup>th</sup></b>	<b>Spring: April 30<sup>th</sup></b> <b>Fall: October 30<sup>th</sup></b>	<b>Spring: April 30<sup>th</sup></b> <b>Fall: October 30<sup>th</sup></b>

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# Research Ethics Training

APU Academic Office  
Research Subsidy Team

# 3. Research Ethics Training

The image shows a screenshot of a Google search page in Japanese. A red callout box on the left contains the following text:

**URL:**  
<https://elcore.jsps.go.jp/top.aspx>  
**OR**  
Google “JSPS e-learning”

The search page features the Google logo, a search input field containing the text "JSPS e-learning", and two buttons: "Google 検索" and "I'm Feeling Lucky". The browser's address bar shows "https://www.google.co.jp". In the top right corner, there are links for "Gmail", "画像", and a "ログイン" button. The footer includes "日本", "広告", "ビジネス", "Googleについて", "プライバシー", "規約", and "設定".

# 3. Research Ethics Training

~研究倫理eラーニングコース~

https://www.netlearning.co.jp/clients/jps/top.aspx

JAPAN SOCIETY FOR THE PROMOTION OF SCIENCE  
日本学術振興会

受講者ログイン/  
Enrollee Login

User ID

Password

ログイン(Log in)

ユーザID・パスワードを忘れた場合はこちら  
Forgot your User ID or password?  
管理者ログインはこちら

HOME

新規登録(個人)/  
New Registration  
(individuals)

新規登録(団体)

研究倫理eラーニングコース(e-Learning Course on Research Ethics)[eL CoRE]

Japanese English

The e-Learning Course on Research Ethics is based on the book *"For the Sound Development of Science-The Attitude of a Conscientious Scientist."* It provides researchers with an opportunity to learn about research ethics at any time or anywhere they may be.

This e-Learning Course provides scientists engaged in all fields of research, including the humanities, social sciences and natural sciences, guidance on essential points of conduct in carrying out their research and in communicating their results within the science community and to the larger society. This course compiles essential points on how people in the humanities and social sciences to natural sciences should conduct their research within the science community and to the larger society. Researchers should know and bear in mind when conducting research, including a code of ethics, presenting research results, and appropriate use of research funds.

■ Feature 2  
Group registration and management available.

■ Feature 3  
Many examples are provided to enhance the learner's understanding.

free of charge. There are no requirements.

**Firstly, register to have your User ID and Password issued.**

# 3. Research Ethics Training

**JAPAN SOCIETY FOR THE PROMOTION OF SCIENCE**  
**日本学術振興会**

**受講者ログイン/ Enrollee Login**

User ID  
Password

**ログイン(Log in)**

ユーザID・パスワードを忘れた場合はこちら  
Forgot your User ID or password?  
管理者ログインはこちら

HOME

- 新規登録(個人)/ New Registration (individuals)
- 新規登録(団体)
- 推奨環境/Requirements
- 操作マニュアル/ Course Manual
- よくあるご質問
- 個人情報保護方針
- ご利用規約
- お問い合わせ/ Contact Us
- 日本学術振興会のHPに戻る/Return to JSPS HOME

### 新規登録(個人)/New Registration (individuals)

個人で研究倫理eラーニングをご利用の方は、以下の各項目の情報を登録してください。  
登録完了後、ユーザID・パスワードやご利用方法をメールにてお知らせします。  
企業・団体・学校等で一括申込・一括管理を希望される場合は、[新規登録\(団体\)ページ](#)からお申込みください。

Individuals interested in taking the e-Learning Course on Research Ethics are asked to fill in the below form.  
After completing the registration process, a message containing your user ID and password and the course procedure will be sent to your Email address.  
Required fields are noted by an asterisk (\*).

お名前 **\*必須**/Full Name\*  
例：新橋 花子/e.g. Hanako Shinjuku

姓と名の間にスペースを入れてください(全角20文字または半角30文字以内)  
/Please insert a space between your first and last names (up to 20 full-width or 30 half-width characters).

区分 **\*必須**/Occupation\*  
科学者(教授 准教授 講師 助教 その他研究員等)/Researcher (Professor, Associate Professor, Assistant Professor, Lecturer, Teaching/Research Assistant, other researcher)  
リストから選択してください/Please select your occupation from this list.

受講コース選択 **\*必須**/Course selection\*

以下プルダウンリストの中から1コース以上選択してください。受講を希望しないコースについては「Select」のままご登録ください。  
Please select at least 1 course from the lists below to register. As for the list you do not select, please leave it as "Select".

研究者向け/for researchers

Select

リストから選択してください/Please select course from this list.

大学院生向け/for postgraduates

Select

Select

日本語コース/Japanese Course

英語コース/English Course

日本語版+英語版/Japanese course & English course

リストから選択してください/Please select course from this list.

**Select English Course for Postgraduates.**

**Select English Course for Postgraduates.**

# 3. Research Ethics Training

~研究倫理eラーニングコース~

https://www.netlearning.co.jp/clients/jsp/asp/top.aspx

JAPAN SOCIETY FOR THE PROMOTION OF SCIENCE  
日本学術振興会

受講者ログイン/  
Enrollee Login

研究倫理eラーニングコース(e-Learning Course on Research Ethics)[eL CoRE]

Japanese English

User ID

Password

ログイン(Log in)

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Forgot your User ID or password?  
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New Registration  
(individuals)

新規登録(団体)

Log in with your User ID  
and Password.

the book *"For the Sound Development of Science-The  
archers with an opportunity to learn about research*

This e-Learning Course provides scientists engaged in all fields of research, including the humanities, social sciences and natural sciences, guidance on essential points of conduct in carrying out their research and in communicating their results within the science community and to the larger society. This course compiles essential points on how people engaging in research in all fields from the humanities and social sciences to natural sciences should conduct their research and communicate their results within the science community and to the larger society. This course contains what researchers should know and bear in mind when conducting research, including a code of ethics, a code of conduct, methods of presenting research results, and appropriate use of research funds.

**[Features of this e-Learning Cours]**

- Feature 1  
Anyone can take the course free of charge. There are no requirements.
- Feature 2  
Group registration and management available.
- Feature 3  
Many examples are provided to enhance the learner's understanding.

# 3. Research Ethics Training



My Room:TOP

https://nlp.netlearning.co.jp/ns/portal/Default.aspx

English | Change Password | Logout

JAPAN SOCIETY FOR THE PROMOTION OF SCIENCE  
日本学術振興会

Powered by NetLearning.

My Room | Apply

My Room Top page | Inquiries

ID:

Mr./Ms.

Schedule [Create/Edit](#)

2019/Mar						
Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

**Message from the administrator:**

こちらは、研究倫理eラーニングコース [eL CoRE]の学習ページです。  
研究倫理eラーニングは、『科学の健全な発展のために－誠実な科学者の心得－』をもとに、時間と場所を選ばずに研究倫理を学修できるように作成したeラーニング教材です。  
【ご注意】団体申込をされた場合、開講通知は開講日の前営業日に届きます。開講日になりますとコースは自動的に表示されますので、ご自身のコース申込は不要です。

○科学の健全な発展のために－誠実な科学者の心得－(テキスト版)はこちら  
<https://www.jsps.go.jp/-kousei/rinri.html>  
○お問い合わせ先はこちら  
<https://www.netlearning.co.jp/clients/jsps/reference.aspx>  
\*今後の改善のために、コース修了後のコースレビュー欄に御意見をお寄せください。  
\*研究倫理eラーニングコース【英語版】を、別途、履修したい方は、「受講マニュアル」13頁を御参照ください。  
<https://www.netlearning.co.jp/clients/jsps/manual.aspx>

\*平成30年3月14日15:00以降お申し込み分より、HTML5版でコース提供をしております。以前にお申し込みいただいたコース(Flash版)をお持ちの場合はコース名の最後に[Fla]と表示されます。

This is the e-Learning Course on Research Ethics [eL CoRE] study page.  
The e-Learning Course on Research Ethics is based on the book "For the Sound Development of Science - The Attitude of a Conscientious Scientist -". It provides researchers with an opportunity to learn about research ethics at any time or anywhere they may be.  
- For the Sound Development of Science - The Attitude of a Conscientious Scientist - [Text version], click on <https://www.jsps.go.jp/-kousei/rinri.html>  
- Contact us at: <https://www.netlearning.co.jp/clients/jsps/reference.aspx>  
\* Please post your opinion on the course review column after completing the course, for future improvement.

\* From 3:00 pm on 14 March 2018, the course is provided using HTML5. Please note that the course registered before that continues to be provided using Flash. In that case, the phrase [Fla] shows at the end of the course title.

# 3. Research Ethics Training

\* From 3:00 pm on 14 March 2018, the course is provided using HTML5. Please note that the course registered before that continues to be provided using Flash. In that case, the phrase [Fla] shows at the end of the course title.

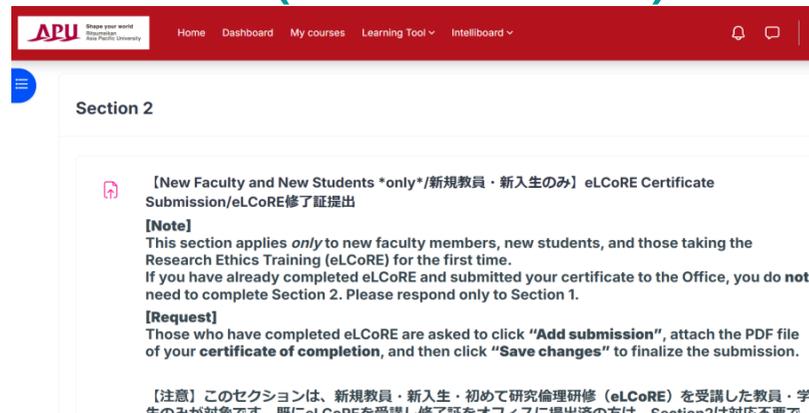
The course is entitled **“For Helping Graduate Students Understand Research Ethics via Case Examples”**. Click “Enter” to begin.

Course name	“Enter” button	Enrollment Period	Reviewing Period	Status
For Helping Graduate Students Understand Research Ethics via Case Examples	Enter	3/8/2019 - 3/31/2020	-	Not started 0%

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# 3. Research Ethics Training

1. You are required to answer several quiz questions at the end of every chapter.
2. You may stop at any point during the course and resume from the same point.
3. It takes slightly over an hour to complete the entire course.
4. Please attach a copy of your **Certificate** (which will be issued upon completion of the course) to [Moodle \(Section 2\)](#).



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# Research Compliance Training & Written Pledge

APU Academic Office  
Research Subsidy Team

## 4. Research Compliance Training & Written Pledge

(1) Please download the necessary materials to your desktop from the OneDrive Folder.

If you are a **NEW STUDENT**, please use the New Students folder materials.

[【For New Students】Research Ethics Training, Compliance Training & Written Pledge](#)

If you are **NOT** a New Student at APU, please use the following Students & Faculty folder materials.

[Research Compliance Training](#)

# 4. Research Compliance Training & Written Pledge

名前 ↑ ↓	更新日時 ↓	更新者 ↓	ファイルサイズ ↓	共有 ↓
 ENGLISH_AY25 Ethics Compliance Training...	9月24日	SAKAI YOSHIAKI(ys	345 MB	共有
 ENGLISH_How to Take the Research Comp...	6 日前	SAKAI YOSHIAKI(ys	225 KB	共有
 ENGLISH_MEXT Training Mateirals.pdf	9月24日	SAKAI YOSHIAKI(ys	314 KB	共有

Download the **video data** and training **materials**.

## (2) Watch the video

(time required: 30 mins for the English version).

\*If you cannot open the video file, please try accessing it in a different browser.

# 4. Research Compliance Training & Written Pledge

## (3) Access Moodle (<https://lms.apu.ac.jp/course/view.php?id=9567>)



Section 1,  
Qs 1 - 20

Take the **Comprehension Test**

Section 1,  
Items 1 - 3

Check three items on the **Written Pledge**

Section 2

Upload a copy of your  
**Certificate** of Research  
**Ethics** Training [eL CoRE]



# 5. Submission of Documents

## ➤ Research Compliance Training

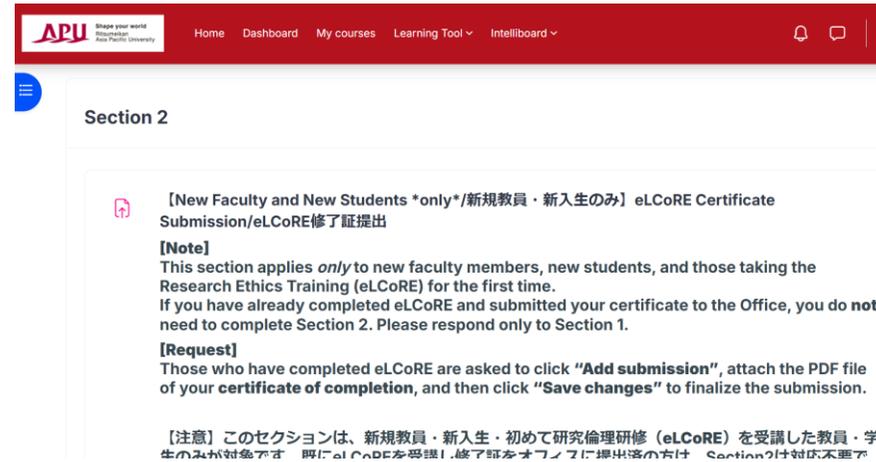
Please take the [Comprehension Test](#) on [Moodle](#) (Section 1, Qs 1 - 20).

## ➤ Written Pledge

Please check the three items on [Moodle](#) (Section 1, Items 1 - 3).

## ➤ Research Ethics Training

Please upload a copy of your **Certificate** to [Moodle](#) (Section 2).



### **APU Academic Office**

Location: 1<sup>st</sup> Floor, Building B

Inquiries: Please send an email to [ro-grad@apu.ac.jp](mailto:ro-grad@apu.ac.jp)

# Research Ethics and Compliance Training

Understanding and respecting research ethics is a prerequisite for engaging in legitimate, productive, and socially beneficial research. Graduate students in APU are expected to **fully comprehend and comply with the University standards for research ethics**.

Doctoral students **MUST** complete the online Research Ethics Training, “eLCoRE” provided by the Japan Society for the Promotion of Science (JSPS), as well as the Research Compliance Training and submit the corresponding documents to the Office.

Master’s students are **strongly encouraged** to complete the Research Ethics Training “eL CoRE” provided by the Japan Society for the Promotion of Science (JSPS), as well as the Research Compliance Training and submit the corresponding documents to the Office.

## Submissions:

1. Complete the online Research Ethics Training, “eLCoRE” and then download the Certificate.
2. Watch the Compliance Training Video.
3. Log in to [Moodle](#) and complete these three steps
  - 3.1 Take the Comprehension Test online on the Compliance Training Video
  - 3.2 Attach your Certificate of Ethics Training “eLCoRE”
  - 3.3 Check each Written Pledge Item online before submitting

Please visit the [Graduate School website](#) for details.

**Note:** Here at APU, there is a **Research Compliance/Ethics Review Committee**. There have been an increasing number of cases in which

publishers require you to submit a “Letter of Acceptance from the Ethics Review Committee of the University” when publishing your paper or research achievements in an academic journal or book. Please be sure to consult with your supervisor about the need to apply to the committee **before starting your research (pre-data collection)**. **Application review can take up to 1 month.**

**Reviews are not possible once the research has been started or at the time of publication.**