

Commentary of the Policy for Management of Research Data at Ritsumeikan Asia Pacific University

Ritsumeikan Asia Pacific University (APU) was founded as a place of intellectual creativity where young people from countries and regions around the world, who will inherit the future, gather to study and live together, understand each other's cultures and customs, and work towards common goals for humanity, based on the basic principles of “Freedom, Peace and Humanity”, “International Mutual Understanding” and “Creating a Future for the Asia Pacific”.

APU is also a hub for research activities by researchers from all over the world and regions. The following Research Data Policy has been established with the aim of collecting and sharing the results of such research with the world and society at large, and of appropriately managing and utilizing research data for the further development of research.

The policy clarifies that it is established based on the philosophy and objectives of the founding of Ritsumeikan Asia Pacific University.

(Definition of Research Data)

1. Research data covered by this policy refers to data collected or generated by researchers during their research activities at APU, whether digital or not.

- In this policy, “research data” refers to data handled through research activities. It does not matter whether it is digital or non-digital. It includes not only primary data newly collected and generated from research subjects, but also secondary data (e.g. processed data, and analyzed data) that make use of such primary data. It also includes evidential data that support the claims of research findings or ensure their reproducibility, as well as organizational data prepared for the publication and use of the data.
- Data handled as part of research activities include observational data, test data, survey data, experimental notes, field notes, media content, programmes, specimens, historical documents and questionnaire tables.
- The research data covered by this policy includes data collected or generated by researchers who are not affiliated with APU through joint research or use of APU’s facilities and equipment. Data generated by administrative tasks (e.g. meeting minutes) and data acquired, collected or generated by students during their education (e.g. reports) are excluded.
- 'Collected data' may include items with intellectual property rights, such as copyright (e.g. articles, books and works), which are protected by law and the rights they hold must rightly be protected in preference to this policy.
- Research data collected or generated by the researcher at their previous institution is covered by this policy if the researcher retains this data during their time at APU.

(Management of Research Data)

2. The researcher who collects or generates the research data is responsible for how it is managed and made available for public access and use, within the limits of the law, the regulations of Ritsumeikan Asia Pacific University, the Ritsumeikan Trust and other equivalent regulations, and provided that the rights and legal interests of others are not adversely affected.

- Researchers who collect or generate research data can decide how to manage, publish and make use of it. However, such decisions should not only remain within the scope of the law, the regulations of APU (such as the *Ritsumeikan Asia Pacific University Research Ethics Guidelines*) and agreements with other institutions where there are other provisions, but also must not have a negative effect in instances where third parties have rights or legal interests in the data concerned (for example, where the data contains third-party copyrighted material or personal information) or if its distribution is restricted from a security perspective (e.g. information subject to export controls under the Foreign Exchange and Foreign Trade Act).
- The management of research data refers to defining and practicing the handling of research data throughout the research activities, including data collection, generation, organization, analysis, processing, sharing, storage and destruction.
- Publication of research data refers to making research data available to others, and use of research data refers to increasing the value of the data so that more intellectual and other results are produced from the published research data.

(Duties of the Researcher)

3. Within the scope of the preceding paragraph, the researcher shall properly manage the research data, share it with the public and allow for its public use whenever possible.

- “Researchers” in this policy refers to all staff and faculty, students and other persons who carry out research activities at APU. Receiving education or providing administrative support for research and educational activities does not constitute 'carrying out research activities'.
- When a researcher transfers or resigns, the handling of the research data under their control must be decided in advance.
- This policy aims to promote the development of academic research and its return to society by encouraging researchers to manage research data appropriately within the scope of the laws, regulations and university rules, and to utilize the data as much as possible based on the open and closed strategy, by making it publicly available. The aim is to promote the development of academic research and its contribution to society.
- The accuracy, completeness, traceability, etc. must be ensured for the research data to be made public. Inadvertent or inappropriate publication of research data can damage the credibility of APU and its researchers, as papers using unreliable research data may have to be retracted. In releasing

research data, researchers shall endeavor to ensure the reliability of the research data concerned.

- When releasing research data that has been determined to be safe for publication, it is advisable to follow the FAIR Principles* as much as possible.
- Some research data require legal protection as intellectual property for social implementation of research results and further research promotion. When releasing research data, it is necessary to make appropriate decisions on whether to release the data based on an open and closed strategy.

**FAIR Principles: FAIR is an acronym for Findable, Accessible, Inoperable and Reusable. The FAIR Principles are now widely recognized as the minimum but broadly applicable principles for promoting open science.*

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(Duties of the University)

4. APU shall provide researchers with an environment that supports the management, publication and utilization of research data.

- With the emergence of platforms that collect large-scale data from many institutions and researchers, and businesses that utilize this information, it is important for the University to develop a supportive environment, such as by establishing an infrastructure that can properly manage and publish research data and make it available for use, in order to safeguard the University's future research activities and develop academic research by having a publication function.
- Examples of the supportive environment the University provides for researchers may include:
 1. Providing a storage infrastructure for managing research data.
 2. Supporting plans and actions for the management of research data, including research data management plans.
 3. Providing data repositories for the release of research data.
 4. Supporting the creation of metadata for research data to be released to the public.
 5. Establishing guidelines, implementation guidelines, etc. for the management, publication and utilization of research data.
 6. Raising awareness about the management, publication and utilization of research data.

(Amendments to the Policy)

5. This policy shall be reviewed in response to any relevant changes in the social and academic environment.

This policy is subject to review in response to changes in the social and academic environment.