Commentary on the

"Doshisha University Research Data Management and Publication Policy"

April 1, 2023

(Preamble)

> Doshisha University (hereinafter referred to as "the University"), based on Christianity, upholds its educational philosophy, originating from the aspirations of its founder, Joseph Hardy Neesima, to cultivate individuals with a spirit of self-government and self-reliance, and a rich international sense. Under this philosophy, the University holds "Advance creativity and collaboration in research" as one of its visions, and is working on the creation of merged research through the integration of humanities and sciences and transdisciplinary research, and the promotion of industry-government-academia collaboration and technology transfer activities on a global scale.
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> With the background above, the University sets a policy for conducting excellent research by appropriately managing research data and protecting its value, and for enhancing the value of research data by promoting its use through the publication of research data.
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> Note that this policy indicates the University's basic ideas regarding the management, publication, and utilization of research data, and <u>does not impose any restriction on enforcing or complying with laws, contracts, and university regulations</u>.

Data in research activities has become more critical than ever due to the advancement of digitization. Therefore, proper management of research data is required for the steady accumulation and secure reproducibility of research. In addition, promoting research data utilization through publication is essential for the further development of research and the social implementation of research outcomes. In this context, the University established the "Doshisha University Research Data Management and Publication Policy" (hereinafter referred to as "the Policy").

The Policy aims to conduct excellent research by appropriately managing research data and protecting its value, based on the philosophy of the University that has made every effort to produce "individuals who are able to put their conscience into

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practice," not just to raise individuals with skills and abilities; and to increase the value of research data by promoting its use through publication to realize one of the University's visions of "Advance creativity and collaboration in research." In particular, since the University's educational philosophy values "cultivating individuals with a spirit of self-government and self-reliance," the Policy is formulated with the recognition that researchers who collect or generate research data have the right and responsibility to manage their research data.

Since the University comprises diverse researchers and disciplines, a uniform operation of research data management and publication would not be feasible. Therefore, the Policy only indicates the basic philosophy; each undergraduate or graduate school may determine the details.

<u>"the Policy does not impose any restriction on enforcing or complying with laws, contracts, and university regulations"</u>
The Policy must be followed in the management and publication of research data, but laws, contracts, university regulations, and the ethical requirements of each research area must take precedence over the Policy.

(Research Data)

> 1. The term "<u>research data</u>" as used in this policy refers to information collected or generated by <u>researchers</u> in the course of <u>research activities at the University</u>, whether digital or otherwise.

<u>"research data"</u>
The term "research data" refers to data collected or generated in the process of, or as a result of, research. It does not matter whether the data is digital or not. It also includes, not only data collected or generated, but data created by analyzing and processing it.

Examples of data collected or generated in the process of, or as a result of, research include "observation data," "test data," "survey data," "simulation data," "specimens," "historical materials," "computer program," "research notebooks," and so on.

From the perspective of the processing steps, there are types such as "raw data," "processed data," "secondary data," and "final data." From the perspective of the

data form, there are types such as "numerical data," "text data," "image data," "audio data," "multimedia data," "database," and "source code."

The term "research data" used in the "Doshisha University Guideline for Retention and Disclosure of Research Data" refers to research data as the source of the publication of research results, such as presentations at academic conferences. Note, however, that the Policy also covers data not defined in the guideline since the information not directly used in the research publication may contain information of academic value.

This Policy also applies to research data collected or generated by a researcher at a previously-employed institution if the researcher retains and uses such data while employed at the University.

"research activities at the University"

"Research activities at the University" includes not only the research activities conducted by researchers at the University but also research activities conducted by researchers from other research institutions (universities, private companies, and other institutions) using resources of the University such as research facilities and equipment.

Research activities conducted by researchers from other research institutions (universities, private companies, and other institutions) using resources of the University, such as research facilities and equipment, are subject in principle to the Policy, but are governed by contracts or other agreements if the activities are referred to in their provisions.

"researchers"

The term "researchers" in the Policy refers to those defined in Clause 1, Article 3 of the "Doshisha University Research Ethics Standards," similar to that in the "Doshisha University Guideline for Retention and Disclosure of Research Data," which is closely related to the Policy.

Article 3 The term "researchers" includes those who conduct research activities in the University, not only full-time faculty members of the University, and students are also considered as "researchers" when conducting research.

Reference: Definition in the "Doshisha University Guideline for Retention and Disclosure of Research Data"
2. Definition
(2) The term "researchers" in this guideline refers to those defined in Clause 1, Article 3 of the "Doshisha University Research Ethics Standards."

The Policy should cover students and research students who receive research training at the undergraduate or graduate schools of the University. These students/research students shall manage their research data under the direction of their supervisors.

When researchers from other research institutions (universities, private companies, and other institutions) conduct collaborative research at the University, these researchers may be included as "researchers" in the Policy by agreement with the institution of such researchers.

(Management of Research Data)

> 2. The University recognizes that, in principle, researchers who have collected or generated research data have the rights and responsibilities to manage those research data. Therefore, the researchers shall implement research data management, adhering to legal and ethical requirements, given the nature of the respective fields, to protect the value of research data.

"researchers who have collected or generated research data"
In managing and publicizing research data, it is appropriate to respect the decision of researchers using the research data. On the other hand, it is the responsibility of the researcher using the research data to manage the research data by ensuring integrity, accuracy, traceability, and so on. Accordingly, researchers who have collected or generated research data have the right and responsibility to manage

such research data.

Note, however, that when several researchers conduct collaborative research, it is desirable to make sure who has the right and responsibility to manage research data, through discussion among the relevant parties.

In addition, when conducting collaborative research with researchers from other research institutions (universities, private companies, and other institutions), it is desirable to clarify through contracts or agreements which party has the right and responsibility to manage research data in accordance with the objectives of the Policy.

When a researcher who has the right and responsibility to manage research data moves to another institution, the researcher should continue appropriate research data management through discussions with the former and latter institutions so that the move does not diminish the value of the research data.

When a researcher who has the right and responsibility to manage research data retires from research, the researcher should continue appropriate research data management through discussions with the relevant organization.

"research data management"

The term "research data management" refers to all processes, from the launch until after the completion of the research activity, related to research data, such as collection and generation, organizing and processing, analysis, storage and retention, disclosure and disposal, and so on. It includes the establishment of a data management plan on how to handle research data and the long-term plan such as on how to handle the data after the research project has been finalized, as well as the daily handling of research data during the research project.

> *Reference: Definition from JPCOAR "RDM training tool"*
> *https://jpcoar.repo.nii.ac.jp/records/34*
> *"Research data management" generally refers to how to organize, structuralize, store, and manage information used or generated in a research project. It includes the following:*
> *– Establishing a data management plan for handling research data*
> *– Daily handling of information during the research project*
> *– Long-term handling of data (how to handle the data after the research project has been finalized)*

"given the nature of the respective fields"

It is possible that opinions on "research data management" may vary across disciplines. Since the University comprises diverse researchers and disciplines, there will not be a uniform approach to research data management. Instead, the management of research data shall be conducted per the research ethics policies of the respective research areas.

"legal and ethical requirements"

The University recognizes that, in principle, researchers who have collected or generated research data have the rights and responsibilities to manage those research data. However, in implementing research data management, researchers should comply with laws, contracts, university regulations, and the ethical requirements of each research area.

(Publication of Research Data)

> 3. The researchers shall <u>publicize</u> their research data <u>as much as possible</u>, adhering to the <u>legal and ethical requirements</u>, <u>given the nature of the respective fields</u>, to promote its utilization.

"given the nature of the respective fields"

It is possible that opinions on "research data publication" may vary across disciplines. Since the University comprises diverse researchers and disciplines, there will not be a uniform approach to research data publication. Instead, the publication of research data shall be conducted per the research ethics policies of the respective research areas.

"legal and ethical requirements"

Researchers should comply with laws, contracts, university regulations, and the ethical requirements of each research area. For example, the following data should not be disclosed:

  Research data protected by law, such as personal information and copyrighted works;

  Research data restricted from publication for reasons of confidentiality;

  Research data restricted by contract;

Research data subject to security export controls;

Research data whose publication is not appropriate from the ethical point of view;

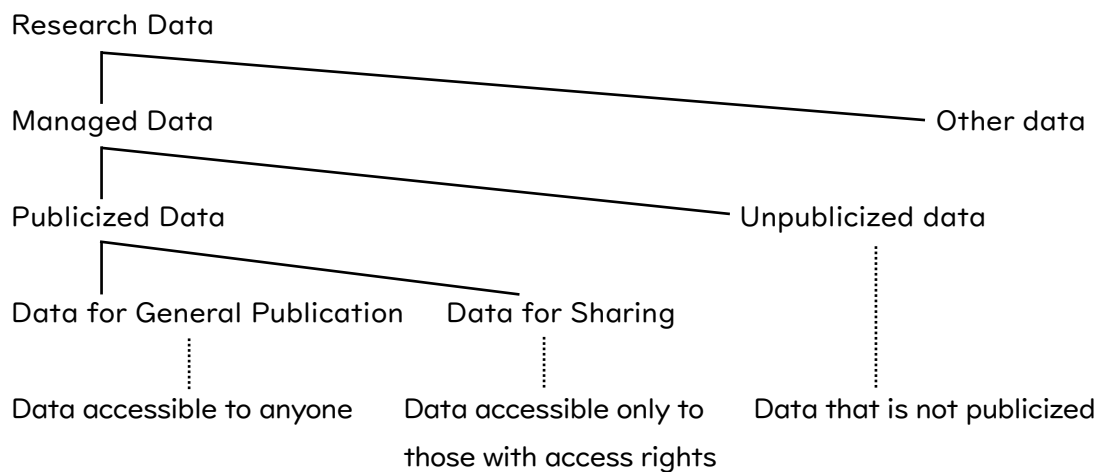Research data whose publication may harm the interests of third parties;

and so on.

<u>"as much as possible"</u>

When publicizing research data, researchers should make strategic decisions based on an "open and close" strategy. That is, not all research data, even if free from legal and ethical requirements, should be, or may automatically be, made public. For example, from the perspective of an "open and close" strategy, it is not appropriate to publicize research data that needs to be protected as intellectual property for future social implementation.

<u>"publicize"</u>

The term "publicize" in the Policy refers to "general publication," which allows anyone to access the data without restriction, and "sharing," which allows only those with access rights to access the data.

Reference: Classification of research data management and publication

Research Data

Managed Data ——————————————— Other data

Publicized Data ——————————————— Unpublicized data

Data for General Publication   Data for Sharing

Data accessible to anyone   Data accessible only to those with access rights   Data that is not publicized

Researchers can decide how, to what extent, under what conditions, and under what license to publicize data. However, if there is a contract that defines these things otherwise, the contract takes precedence.

It is also desirable to follow the FAIR Data Principles when disclosing research data.

(Role of the University)

> 4. The University provides and develops the <u>environment for supporting the management and publication of research data</u>.

<u>"environment for supporting the management and publication of research data"</u>

The following examples can be considered as support measures by the University:

- Providing a base for appropriate research data management
- Providing a base for research data publication, such as institutional repositories
- Support and education activities to promote research data management and publication based on the Policy
- Providing information about laws, contracts, and university regulations that should be considered in research data management and publication
- Legal support such as advice on intellectual property protection of research data, advice on handling research data in collaborative research contracts, and so on.

(Others)

> 5. The University will <u>review</u> the policy as appropriate in response to changes in the social and academic circumstances.

<u>"review"</u>

This item is included to describe that the Policy should be reconsidered correspondingly to changes in how to manage, publicize and utilize research data, according to social and academic circumstances, that may affect it.