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Ritsumeikan
Asia Pacific University

APU
Research Ethics & Compliance Training Session

APU International Cooperation and Research Division
Research Office

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1. Introduction

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

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The Research 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 students are required to complete the Research Ethics and Compliance training programs.

In addition to doctoral students, all research grant recipients, including master's students, need to take 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

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	Research Ethics Training	Research Compliance Training
Ph.D. students	Mandatory	Mandatory
Master students	Recommended*	Recommended*
Method	Taking JSPS e-learning course	Viewing the video of the training session conducted in APU
Approximate time required	1 ~ 2 hours	20 ~ 30 minutes
Documents to be submitted	☐Certificate	☐Written Pledge ☐Comprehension Test
Documents Submission	By attaching to an email	Via SmartDB system
Browser	○Microsoft Edge ○Google Chrome ○Safari	○Microsoft Edge ○Google Chrome ○Firefox ○Safari

*Subsidy recipients are required to take training programs before conducting the subsidy-based research activities.

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3. Research Ethics Training

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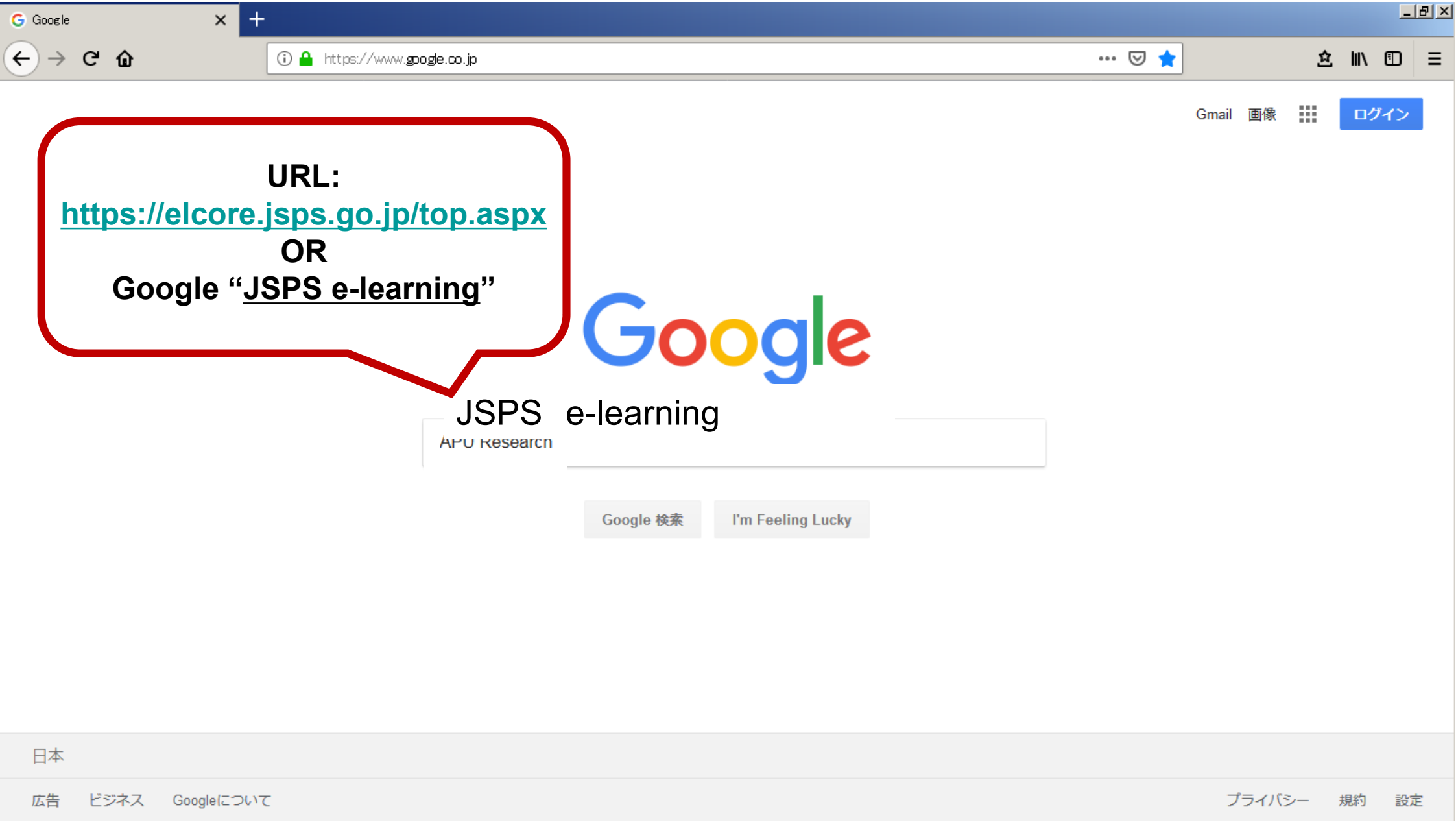

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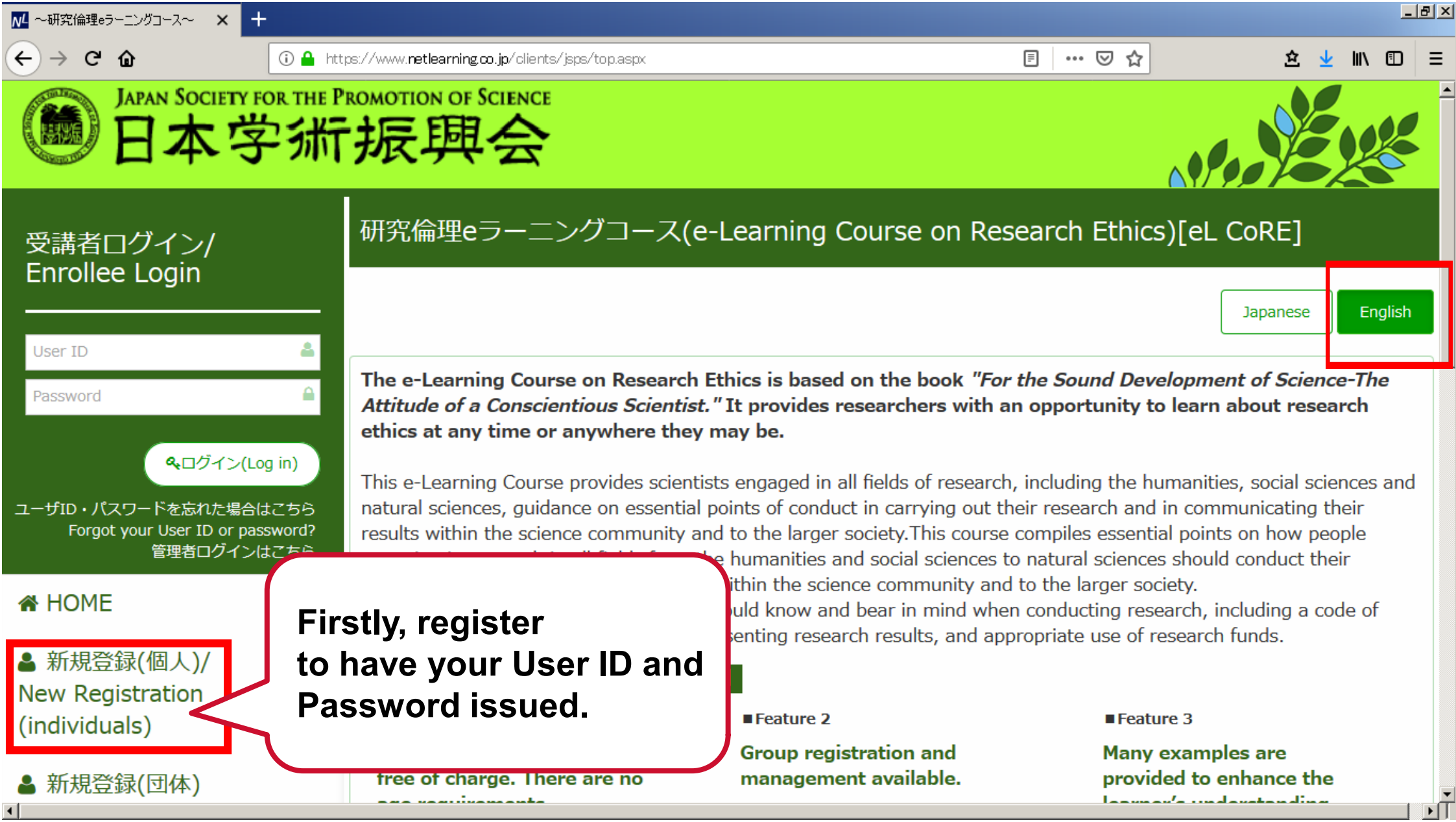
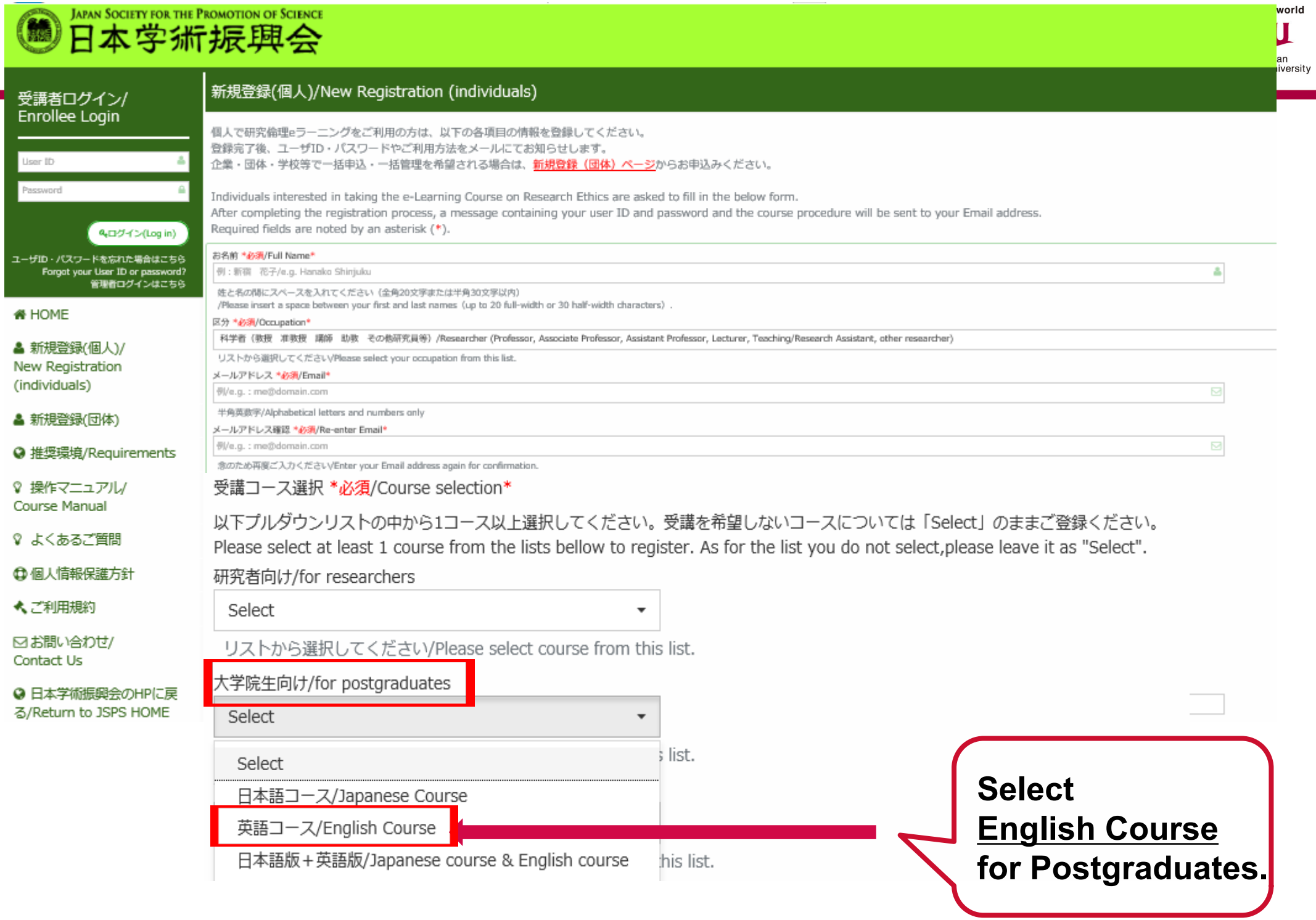


Firstly, register to have your User ID and Password issued.


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：新宿　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.
メールアドレス *必須/Email*
例/e.g. : me@domain.com
半角英数字/Alphabetical letters and numbers only
メールアドレス確認 *必須/Re-enter Email*
例/e.g. : me@domain.com
念のため再度ご入力ください/Enter your Email address again for confirmation.
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 bellow 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
Select
English Course
for Postgraduates.

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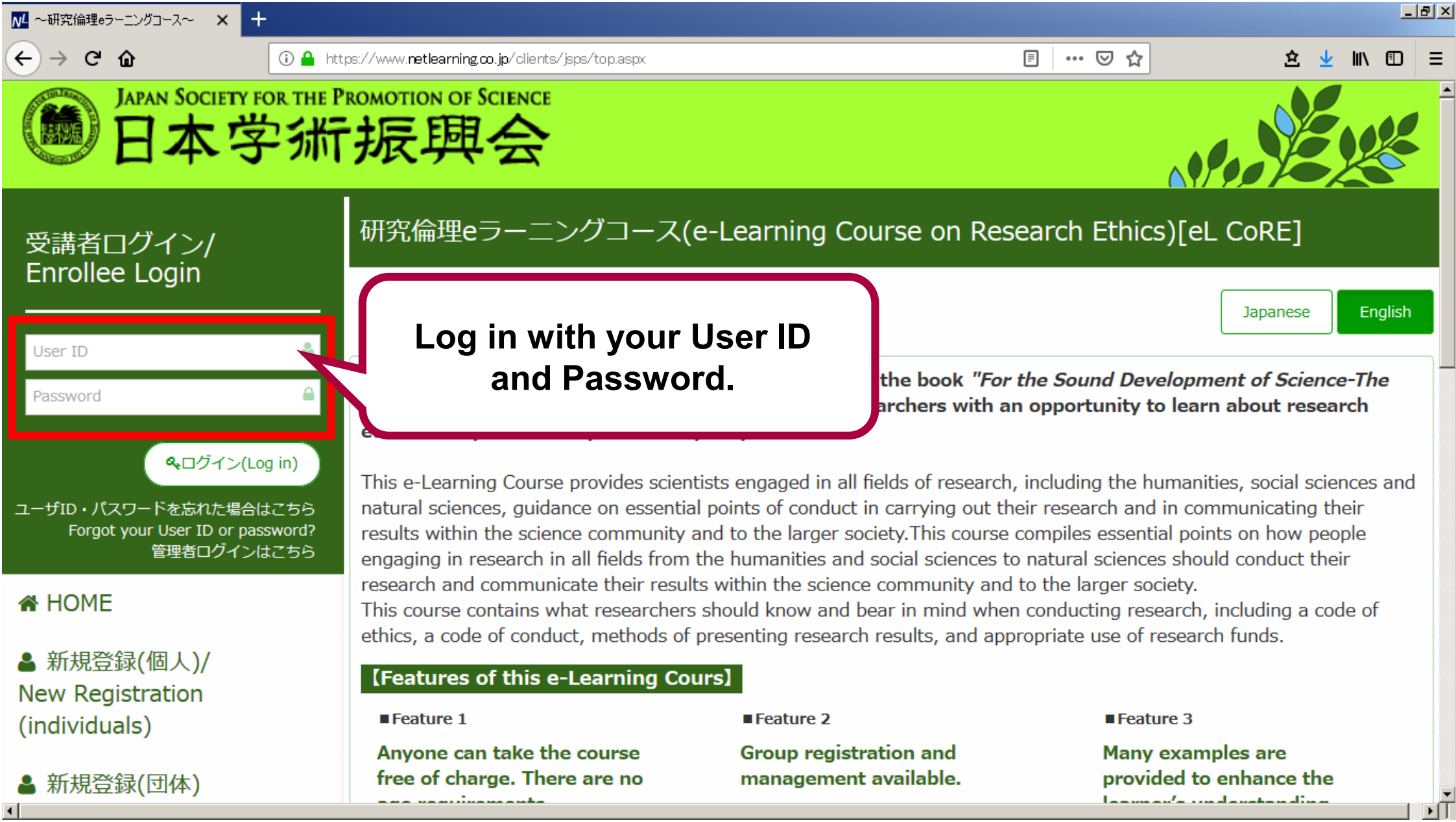

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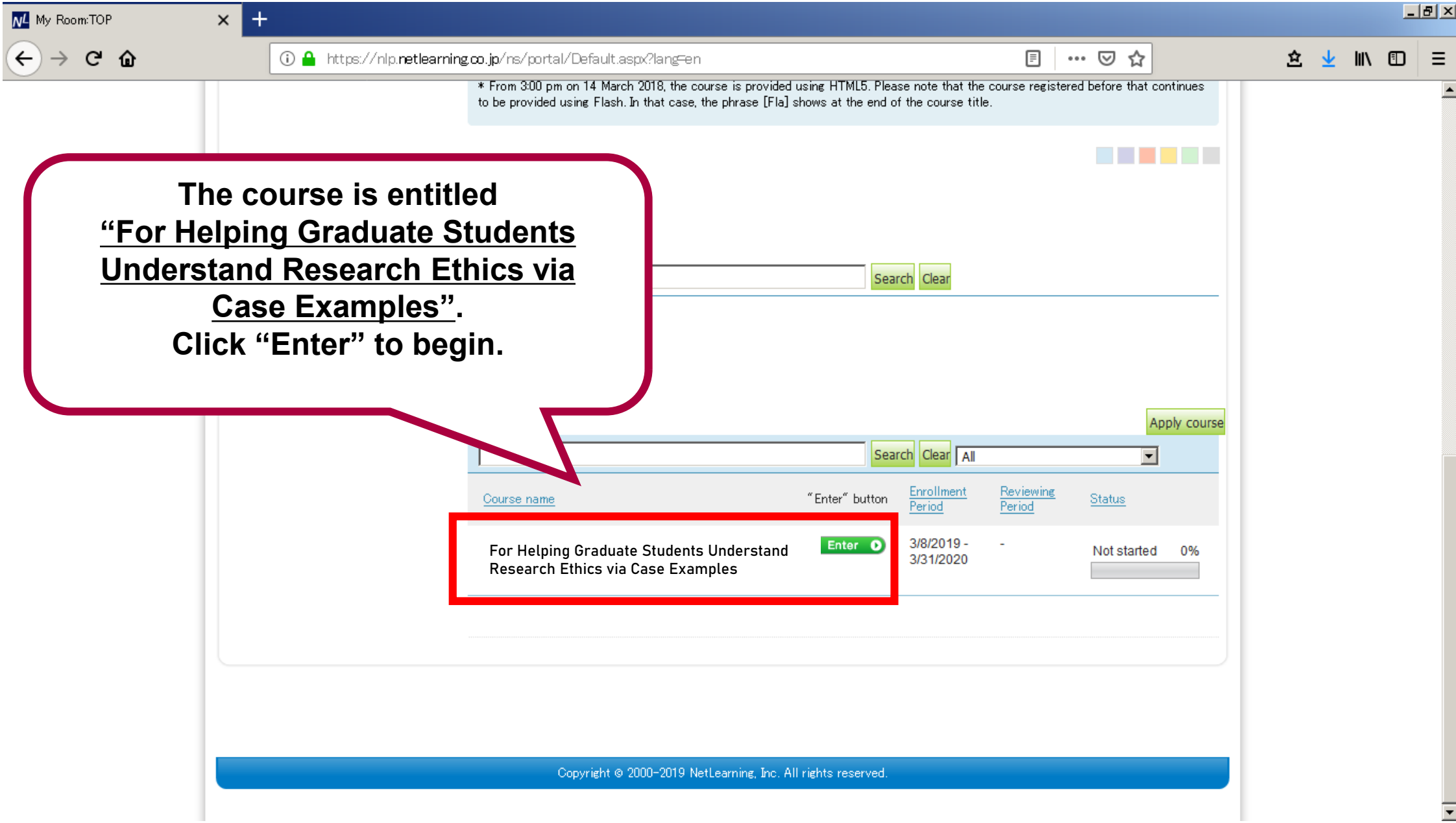

The course is entitled
“For Helping Graduate Students Understand Research Ethics via Case Examples”.
Click “Enter” to begin.

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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 submit a copy of your Certificate (which will be issued upon completion of the course) to the Research Office at reo@apu.ac.jp.

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4. Research Compliance Training

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

For Student

Click here!

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(2) Watch the video

(time required: 15 mins for the English version).

*If you cannot open the video file, please try different browsers.

4. Research Compliance Training

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(3) Access the SmartDB (two URLs below) and submit the [Comprehension Test] and [Written Pledge] online **respectively**.

The online entry method can be found in the system manual downloaded at (1) above.

[Comprehension Test] (time required: 5-10 mins)
https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=12766
[Written Pledge] (time required: 3-5 mins)
https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=12767

5. Submission of documents

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- Research Ethics Training
  Please submit a **Certificate** to reo@apu.ac.jp by email.

- Research Compliance Training
  Please submit a Comprehension Test and Written Pledge via the SmartDB system.

APU Research Office

Location : 1st Floor, Building B
(Beside the Academic Office)

Opening hours : (Mon, Wed, Thu, Fri) 10:00~16:30
(Tue) 11:30~16:30

Inquiries: Please send an email to reo@apu.ac.jp