

Bylaws on Research Focusing on Humans at Hiroshima University Graduate School of Humanities  
and Social Sciences

March 24, 2022

Approved by the Dean

(Purpose)

Article 1. These Bylaws prescribe the necessary matters related to research focusing on humans at Hiroshima University Graduate School of Humanities and Social Sciences (hereinafter, the "Graduate School") in accordance with the provisions of Article 15 of the University Rules on the Operation of Hiroshima University Graduate School of Humanities and Social Sciences (Approved by the Dean on April 1, 2020).

(Definitions)

Article 2. In these Bylaws the following terms shall have the meanings listed below:

- (1) "Research focusing on humans" means research concerning individuals or groups, which is carried out by the provision of information and data regarding their thoughts, psychophysical condition, behavior, environment, background, etc. or by collecting information and data related to the privacy of individuals, through such means as interviews, questionnaires, etc.; provided, however, that this excludes research that falls within the scope of application of the Hiroshima University Regulations on Life Science and Medical Research Focusing on Humans (Regulations No. 37 of June 23, 2021).
- (2) "Research subjects" means individuals who are to provide information and data on themselves or on whom information and data related to their privacy are to be collected.
- (3) "Researchers" means individuals who engage in research focusing on humans at the Graduate School.
- (4) "Principal investigator" means an individual appointed from among researchers to supervise the implementation of research focusing on humans at the Graduate School.

(Compliance with Laws, etc.)

Article 3. When planning and implementing research focusing on humans, researchers shall comply with the applicable laws and regulations, the applicable regulations of the University, and the Guidelines on Research Focusing on Humans at Hiroshima University Graduate School of Humanities and Social Sciences (Approved by the Dean on March 24, 2022; hereinafter, the "Guidelines").

(Research Ethics Review Board)

Article 4. The Graduate School shall establish a research ethics review board for Hiroshima University Graduate School of Humanities and Social Sciences (hereinafter, the "Board").

Article 5. The Board shall have the following responsibilities:

- (1) To express opinions to the Dean regarding whether a research project focusing on humans may be implemented or whether changes may be made to a research project focusing on humans whose

implementation has been approved

- (2) To deal with matters related to ethical issues involved in research focusing on humans
- (3) To deal with any other matters related to research focusing on humans

Article 6. The Board shall be organized with the following members:

- (1) Leaders of academic discipline working groups
  - (2) Several persons who are deemed necessary by the Dean
2. The Board members shall be appointed or assigned by the Dean.
  3. The term of office of Board members shall be two (2) years and they shall not be precluded from re-appointment or re-assignment.
  4. If the office of a Board member becomes vacant due to his/her voluntary resignation or for any other reason, the term of office of his/her successor shall expire at the end of the year that includes the day on which one (1) year will have elapsed from the date of his/her appointment or assignment.

Article 7. The Board shall have a chairperson.

2. The chairperson of the Board shall be appointed by the Dean from among the Board members.
3. The chairperson shall convene and preside over meetings of the Board.
4. If the chairperson is unable to attend to his/her duties, a Board member designated in advance by the chairperson shall act on behalf of the chairperson.

(Academic Discipline Working Group)

Article 8. The Board shall establish the following academic discipline working groups (hereinafter individually, "WG").

- (1) Education and Sport Science WG
- (2) Psychology WG
- (3) Law, Politics, Economics and Sociology WG
- (4) Humanities WG

Article 9. Each WG shall conduct reviews to determine whether a research project focusing on humans that has been referred to by the Board may be implemented, and whether to approve changes to a research project focusing on humans whose implementation has been approved.

Article 10. Each WG shall be organized with three (3) or more members who are full-time teachers at the Graduate School holding a position of professor, associate professor, lecturer or assistant professor in the relevant academic discipline.

2. The WG members shall be appointed or assigned by the Dean.
3. The term of office of WG members shall be two (2) years and they shall not be precluded from re-appointment or re-assignment.
4. If the office of a WG member becomes vacant due to his/her voluntary resignation or for any other reason, the term of office of his/her successor shall expire at the end of the year that includes the day on which one (1) year will have elapsed from the date of his/her appointment or assignment.
5. Each WG shall have a leader, who shall be appointed by the Dean from among the members of that WG.
6. Necessary matters related to the operation of a WG shall be set forth by that WG.

(Confidentiality Obligation)

Article 11. The members of the Board and the members of the WGs shall not disclose to any third party the information acquired in the course of the review process.

(Administrative Affairs)

Article 12. The administrative affairs of the Board shall be handled by the Comprehensive Support Office for the fields of Education.

2. The administrative affairs of the Education and Sport Science WG and the Psychology WG shall be handled by the Comprehensive Support Office for the fields of Education and the Support Office for the fields of Integrated Arts and Sciences.

3. The administrative affairs of the Law, Politics, Economics and Sociology WG shall be handled by the Support Office for the fields of Humanities and Social Sciences (Law, Economics).

4. The administrative affairs of the Humanities WG shall be handled by the Support Office for the fields of Humanities and Social Sciences (Literature).

(Application for Research)

Article 13. When a principal investigator intends to implement a new research project focusing on humans or make changes to a research project focusing on humans that has been approved for implementation, he/she shall submit an application to that effect to the Dean.

Article 14. Upon receiving an application under the preceding Article, the Dean shall request the Board to conduct a review thereof.

Article 15. Upon receiving a request for review under the preceding Article, the Board shall assign the review to the relevant WG. In this case, the determination made by that WG shall represent the determination of the Board.

2. Notwithstanding the provisions of the preceding paragraph, in the case where a review on a research project requires the involvement of more than one WG, the Board shall conduct such review.

(Review by WG)

Article 16. A meeting of a WG may not be held unless at least two thirds of its members are present.

Article 17. Each WG shall conduct reviews in a fair manner from ethical and academic perspectives.

Article 18. When a WG conducts a review, its members shall disclose any relationships of interest with the principal investigator, researchers and/or research subjects.

2. In the case where a WG member has a relationship of interest with the principal investigator, researchers, or research subjects, the WG member may not participate in the review if such relationship is deemed to pose a problem for the review.

Article 19. A decision through a review by a WG shall be made based on agreement among the attendees (excluding those members who are not eligible under the provisions of paragraph 2 of the preceding Article) and shall be indicated as one of the following:

(1) Approved

(2) Recommendation for modification

(3) Not approved

Article 20. Upon receiving a report under the preceding Article, the Board shall report the results of

the review to the Dean.

(Review by the Board)

Article 21. A review by the Board may not be conducted unless at least two thirds of its members are present.

Article 22. The Board shall conduct reviews in a fair manner from ethical and academic perspectives.

Article 23. When the Board conducts a review, its members shall disclose any relationships of interest with the principal investigator, researchers and/or research subjects.

2. In the case where a Board member has a relationship of interest with the principal investigator, researchers, or research subjects, the member may not participate in the review if such relationship is deemed to pose a problem for the review.

Article 24. A decision through a review by the Board shall be made based on agreement among the attendees (excluding those members who are not eligible under the provisions of paragraph 2 of the preceding Article) and shall be indicated as one of the following:

(1) Approved

(2) Recommendation for modification

(3) Not approved

Article 25. Upon completing a review, the Board shall promptly report the results of the review to the Dean.

(Decision)

Article 26. Based on the results of the review by the Board, the Dean shall make a decision as to whether the research project focusing on humans may be implemented or whether changes may be made to the research project focusing on humans whose implementation has been approved.

2. The Dean shall notify the principal investigator of the details of the decision made under the preceding paragraph.

(Responsibilities of the Principal Investigator)

Article 27. The principal investigator of a research project focusing on humans shall manage and supervise the entire research project appropriately.

2. The principal investigator shall provide researchers participating in the research project with a sufficient explanation of the details of the research project and give instructions to ensure that they comply with the relevant laws and regulations, the applicable regulations of the University, and the Guidelines.

(Publication)

Article 28. The Dean shall publicize details concerning meetings of the Board and WGs and outlines of reviews of research projects on a regular basis.

(Reviews of Research Projects Implemented outside the Graduate School)

Article 29. If a person who intends to newly conduct a research project focusing on humans to be implemented outside the Graduate School desires to receive a review by the Graduate School regarding whether such project may be implemented, that person may apply for such review to the Dean. This shall also apply to cases where the person intends to make changes to the research

project focusing on humans whose implementation has been approved by the Dean.

2. In the case of the preceding paragraph, the provisions of Article 13 through the preceding Article shall apply *mutatis mutandis*.

(Miscellaneous)

Article 30. Necessary matters regarding research focusing on humans, other than those set forth in these Bylaws, shall be prescribed separately.

#### Supplementary Provision

These Bylaws shall take effect from April 1, 2022.