

* The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

Regulations on Conflict of Interest Management of Tokyo University of Foreign Studies

(April 27, 2021
Regulation No. 27)

Article 1 Purposes

The purpose of these Regulations is to provide for necessary matters relating to appropriate conflict of interest management (hereinafter referred to as the “Conflict of Interest Management”) of the Tokyo University of Foreign Studies (hereinafter referred to as the “University”) and its Officers and Employees, etc. in order to prevent any act of the University, Officers and Employees, etc. that leads to conflict interest as well as to enable them to concentrate on their duties fairly and efficiently and to smoothly carry out social and international contribution activities with peace of mind, including industry-academia-government collaboration activities (hereinafter referred to as the "Collaborative Activities, etc.").

Article 2 Definition

The definitions of the terms used in these Regulations shall be as stipulated in each of the following items:

- (1) "Conflict of Interest" means a situation in which the responsibilities of the University, Officers and Employees, etc. regarding education and research conflict with the interests or responsibilities that the University, Officers and Employees, etc. may gain through the relationship with the Companies, etc.
- (2) "Officers and Employees, etc." means those prescribed in items of the following Article.
- (3) "Companies, etc." means companies, national or local government agencies, or other organizations.

Article 3 Persons Subject to Conflict of Interest Management

The person's subject to Conflict of Interest Management shall be as follows:

- (1) Officers and employees of the University (including part-time employees and specified fixed-term employees);
- (2) Students, etc. of the University who participate in joint research, commissioned research, etc. conducted by the University or any person prescribed in the preceding item with any person outside the University; and
- (3) Any other persons designated by the Committee prescribed in Article 5.

Article 4 Events Subject to Conflict of Interest Management

- 1 Conflict of Interest Management under these Regulations shall cover the activities listed below to be performed by the Officers and Employees, etc.:
 - (1) Performing Collaboration Activities, etc. (concurrent businesses, joint research, commissioned research, etc. with companies) with those outside of the University;
 - (2) Receiving money (salaries, rewards, etc.) not less than a certain amount, benefits (goods, equipment, personnel, etc.), or shares or other economic benefits (excluding those received from public organizations) from Companies, etc.;
 - (3) Purchasing goods or services, etc. not less than a certain amount from the Companies, etc. referred to in the preceding item;
 - (4) Causing students, etc. to engage in Collaborative Activities, etc.; and
 - (5) Any other cases designated by the Committee prescribed in the following Article as being subject to the Conflict of Interest Management.
- 2 In addition to the matters prescribed in the preceding paragraph, the cases where the University gains benefits as an organization in connection with the cases listed in items in the preceding paragraph shall be subject to the Conflict of Interest Management.

Article 5 Conflict of Interest Management Committee

- 1 The University shall have the Conflict of Interest Management Committee (hereinafter referred to as the "Committee") in order to properly manage Conflict of Interest.
- 2 The Committee shall consist of the following members:
 - (1) Director or Vice President appointed by the President;
 - (2) Dean, Institute of Global Studies
 - (3) Dean, Institute of Japan Studies
 - (4) Director, Research Institute for Languages and Cultures of Asia and Africa
 - (5) Secretary-General
 - (6) Other persons who are deemed necessary by the President.
- 3 The Committee shall discuss or implement the following matters:
 - (1) Matters relating to revision or abolishment of the Conflict of Interest Management Policy;
 - (2) Matters relating to the measures to limit adverse effects resulting from Conflict of Interest;
 - (3) Matters relating to investigations for Conflict of Interest Management;
 - (4) Matters relating to review, recommendation, etc. regarding Conflict of Interest Management; and
 - (5) Other important matters relating to Conflict of Interest.
- 4 The term of office of the Committee members appointed by the President under item 6 of paragraph 2 hereof shall be two (2) years, and they may be reappointed. Provided, however, that the last day of the term of office of any committee member shall be the last day of the term of office of the President who appoints such Committee member.

- 5 Any member appointed to fill in a vacancy in the Committee in the preceding paragraph shall serve only the unexpired term of his/her predecessor.
- 6 The Committee shall have a Chairperson and the member prescribed in item 1 of paragraph 2 shall serve in this capacity.
- 7 The Chairperson shall convene a Committee meeting and shall serve as the chairperson thereof. However, in the absence or disability of the Chairperson, a Committee member designated in advance by the Chairperson shall act on his/her behalf.
- 8 The Committee may not open a meeting and make a decision unless a majority of the Committee members are present.
- 9 Decisions of the Committee shall be made by a majority of the Committee members present, and in the event of a tie in votes, the Chairperson shall make a final decision.
- 10 If the Committee deems it necessary, the Committee may require persons other than the Committee members to attend a meeting and offer opinions.

Article 6 Conflict of Interest Management Investigation

- 1 The method of Conflict of Interest Management investigation shall be as follows:
 - (1) Submission of the Conflict of Interest Check Sheet;
 - (2) Hearing;
 - (3) Monitoring; or
 - (4) Other investigation deemed necessary by the Committee.
- 2 Necessary matters relating to the procedures for conducting an investigation under the items of the preceding paragraph shall be prescribed by the Committee separately.

Article 7 Review, Recommendation, etc.

- 1 The Committee shall conduct a review as to whether the University can allow the situation of the Conflict of Interest based on the investigation carried out in accordance with the provisions of the preceding article.
- 2 If corrective measures are deemed necessary as a result of the review under the preceding paragraph, the Committee shall make a report to the President and make recommendations, etc. to the Officers and Employees, etc. concerned.
- 3 If the Committee has made recommendations, etc. under the preceding paragraph, the Committee shall monitor the subsequent situation of such Officers and Employees, etc.

Article 8 Appeal

- 1 Officers and Employees, etc. who have received the recommendation, etc. under paragraph 2 of the preceding article may request the President for a re-review if they are dissatisfied with such recommendation, etc.
- 2 Upon receipt of a request for re-review under the preceding paragraph, the President shall determine the necessity of such re-review and promptly have the Committee perform such re-review.

- 3 The Committee may add outside experts to its members for the re-review as necessary.
- 4 The Committee shall report the results of the re-review to the President. The President shall make a final decision and notify it to the person who has requested the re-review.

Article 9 Implementation of Training, etc.

The Committee shall provide the Officers and Employees, etc. with training, etc. on the Conflict of Interest Management.

Article 10 Information Disclosure

The Committee shall publicly announce the situation of the Conflict of Interest Management of the University to the extent necessary.

Article 11 Storage of Check Sheets, etc. Regarding Conflict of Interest

The Committee shall properly manage and keep the check sheets, etc. regarding Conflict of Interest submitted by the Officers and Employees, etc.

Article 12 Confidentiality

- 1 The members of the Committee shall not divulge to others any information which they have come to know at the meetings. This shall apply even after they cease to be the Committee members.
- 2 The preceding paragraph shall also apply to any person who has attended a meeting of the Committee in accordance with the provisions of paragraph 10 of Article 5 and paragraph 3 of Article 8.

Article 13 General Affairs of Committee

General affairs relating to the Committee shall be handled by the Research Promotion Division of the General Affairs and Planning Department with the cooperation of the relevant divisions, etc.

Article 14 Miscellaneous Provisions

Any matters not set forth in these Regulations concerning the Conflict of Interest Management shall be prescribed by the Committee.