

\*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 of the Tokyo University of Foreign Studies**  
**Office for the Prevention of Misconduct in Research Activities**

March 24, 2015 Regulation No. 72

Amended:

January 25, 2022 Regulation No.4

Article 1 Establishment

Tokyo University of Foreign Studies (hereinafter referred to as the “University”) has established the Office for the Prevention of Misconduct in Research Activities (hereinafter referred to as the “Office for Prevention of Misconduct”) to promote measures and provide solutions concerning the prevention of misconduct related to research activities in accordance with the Guidelines for the Prevention of Misconduct in Research Activities of Tokyo University of Foreign Studies (Regulation No. 71 of 2015).

Article 2 Organization

The Office for Prevention of Misconduct shall be established under the Chief Administrative Officer.

2. The Office for Prevention of Misconduct shall be organized on the basis of the members listed as follows:

- (1) Director of the Office for Prevention of Misconduct, Chief Administrative Officer
- (2) Office members: Those members stipulated in Article 2, paragraph (2) of the Regulations Concerning the Department Heads of Tokyo University of Foreign Studies (Regulation No. 181 of 2004) and the Secretary-General.

3. The Director of the Office for Prevention of Misconduct shall oversee the duties of this Office.

4. In the event that the Director of the Office for Prevention of Misconduct is unable to perform their duties, an office member designated in advance by the Director of the Office for Prevention of Misconduct shall carry out their duties on their behalf.

Article 3 Mission

The duties of the Office for Prevention of Misconduct are as follows.

- (1) Implementation of measures to promote awareness of the Code of Conduct by all Faculty and Staff involved in research activities;
- (2) Formulation and implementation of specific policies to prevent misconduct;
- (3) Establishment and operation of reporting and consultation services for misconduct related to research activities;
- (4) Establishment of investigative committees;
- (5) Instructions to investigative committees to carry out an investigation;
- (6) Acceptance of results of investigations by investigative committees;
- (7) Report and notification of the results of the investigation to the Chief Administrative Officer;
- (9) Other matters deemed necessary by the Chief Administrative Officer.

Article 4 Council of the Office for Prevention of Misconduct

The Office for Prevention of Misconduct shall establish an Office Council to discuss necessary matters.

2. The Office Council shall be composed of the members of the Office for Prevention of Misconduct (hereinafter referred to as the “Members”).

3. The Office Council shall have a chairperson, and the Director of the Office for Prevention of Misconduct shall serve as the chairperson.
4. In the event that the chairperson is unable to perform their duties, an office member designated in advance by the Director of the Office for Prevention of Misconduct shall carry out their duties on their behalf.
5. Meetings of the Office Council may only be held and resolutions may only be passed if a majority of the Members are present.
6. Agenda items of Office Council shall be decided by a majority of the Members present.
7. If deemed necessary, the chairperson may ask non-Members to attend meetings of the Office Council and consult these non-Members on their opinions.

#### Article 5 General Affairs

The general affairs of the Office for Prevention of Misconduct shall be handled by the Research Promotion Division with the cooperation of the relevant departments.

#### Article 6 Miscellaneous

In addition to the provisions of these Regulations, matters necessary for the operation of the Office for Prevention of Misconduct shall be determined separately by the Chief Administrative Officer.