

National University Corporation Nagoya Institute of Technology  
Conflict of Interest Management Regulations

Established on December 22, 2004

(Purpose)

**Article 1** These regulations are intended to secure social confidence in the National University Corporation Nagoya Institute of Technology (hereinafter referred to as "this Corporation") and the executives and employees of this Corporation (hereinafter referred to as "the executives and employees") by properly managing issues on conflict of interest of the executives and employees and appropriately fulfilling this Corporation's accountability upon the promotion of social contribution activities, including industry-academia-government collaboration activities.

(Scope of Targets of Conflict of Interest Management)

**Article 2** The targets of conflict of interest management shall be listed in the following items.

- (1) The executives and employees
- (2) Other persons who are designated by the committee prescribed in Article 4

(Target Cases of Conflict of Interest Management)

**Article 3** The target cases of the conflict of interest management shall be listed in the following items.

- (1) The case in which the executives and employees carry out social contribution activities, including industry-academia-government collaboration activities, to external organizations or individuals (also being employed by a company, collaborative research, commissioned research, etc.)
- (2) The case in which the executives and employees receive money exceeding a certain amount (salaries, rewards, manuscript fees, etc.), facilities (goods, equipment, personnel, etc.) or economic benefits such as stocks from external companies, etc.
- (3) The case in which the executives and employees purchase goods, services, etc., worth more than a certain amount from companies, etc., prescribed in the preceding item
- (4) The case in which the executives and employees involve graduates, students, etc., in social contribution activities
- (5) Other cases designated as target cases by the committee prescribed in the following article

(Establishment of the Committee)

**Article 4** To properly manage conflict of interest, the Committee for Conflict of Interest Management (hereinafter referred to as "the Committee") shall be established under the President.

(Issues Deliberated by the Committee)

**Article 5** The Committee shall deliberate on the issues listed in the following items.

- (1) Issues on the establishment, revision and abolishment of regulations, detailed regulations, guidelines, etc., necessary for conflict of interest management
- (2) Issues on the establishment of measures to mitigate the negative effects of conflict of interest
- (3) Issues on deliberation as to whether or not this Corporation can accept each individual case on conflict of interest and necessary recommendation, etc.
- (4) Issues on investigation for conflict of interest management
- (5) Issues on the disclosure of information on conflict of interest to society
- (6) Issues on the establishment of a certain amount prescribed in Article 3, items (2) and (3)
- (7) Other issues concerning conflict of interest

(Investigation for Conflict of Interest Management)

**Article 6** The investigation prescribed in item (4) of the preceding article shall be performed by the means listed in the following items.

- (1) Submitting a voluntary notice on conflict of interest management
- (2) Interviewing
- (3) Counseling
- (4) Other means designated by the Committee

2. Persons prescribed in Article 2 shall respond faithfully to the investigation prescribed in the preceding paragraph.

(Procedures for Deliberation, Recommendation, Decision, etc.)

**Article 7** The Committee shall carry out factual surveys prescribed in the preceding article and deliberate on whether or not this Corporation can accept cases concerning conflict of interest involving the executives and employees.

2. As a result of the deliberation prescribed in the preceding paragraph, the Committee shall, if it judges it necessary, make a recommendation on conflict of interest to the relevant executives and employees.
3. When the Committee makes a recommendation under the preceding paragraph, it shall confirm the situations of the relevant executives and employees and respond accordingly.
4. The executives and employees that receive the recommendation, if they disagree with the relevant recommendation, can ask the Committee to deliberate again.
5. When receiving a statement of disagreement under the preceding paragraph, the Committee shall deliberate again, and the President shall make a final decision based on the result of the relevant deliberation.

(Storage of Voluntary Notice, etc.)

**Article 8** The Committee shall manage and store records on conflict of interest as confidential documents (including electronic documents).

(Provision of Education)

**Article 9** The Committee shall provide education to the executives and employees, etc., mainly to possible targets of conflict of interest management, as necessary.

(Disclosure of Information Internally and Externally)

**Article 10** The Committee shall fulfil its accountability to society by internally and externally disclosing information on this Corporation's conflict of interest to the necessary extent.

2. The Committee shall respond to internal and external investigation, etc., on the executives and employees that carried out acts that the Committee judged acceptable.
3. When internally and externally disclosing information, the Committee shall be mindful of the protection of privacy of the executives and employees and other persons concerned.

(Members of the Committee)

**Article 11** The Committee consists of the members listed in the following items.

- (1) Executive Directors designated by the President
  - (2) Vice-Presidents designated by the President
  - (3) One person selected from the Research Planning Board
  - (4) One person selected from the Planning Board of Education
  - (5) One person selected from the Personnel Planning Board
  - (6) Manager of the Research Support Division
  - (7) Some persons designated by the President
2. The members prescribed in the preceding paragraph, items (3) through (5) and item (7) shall be appointed by President.
  3. The term of office of the members prescribed in paragraph 1, items (3) through (5) and item (7) shall be one year and their reappointment is possible; a member filling a vacancy, however, shall serve out his/her predecessor's term.

(Chairperson)

**Article 12** The Committee shall have the Chairperson, whose office the Executive or the Vice-President designated by President shall take.

2. The Chairperson shall call the Committee and act as the chair of the Committee. However, when the Chairperson is prevented from attending due to his/her duties, a member designated by the Chairperson in advance shall act as the Chair.

(Holding of the Committee)

**Article 13** The Committee shall be held annually, in principle, and as necessary.

(Proceedings)

**Article 14** The Committee cannot start proceedings or vote unless two thirds of the members are in attendance.

2. The proceedings of the Committee shall be decided by a majority of the members present, and in the case of a tie, the Chair shall decide the issue.

(Hearing of Opinions)

**Article 15** The Committee can, if it judges it necessary, ask persons other than the members of the Committee to attend and hear their opinions.

(Expert Committee)

**Article 16** The Committee shall set up the expert committee in order to investigate and consider issues on the conflict of interest prescribed in Article 5 from a technical standpoint, and implement measures decided at the Committee.

2. Necessary provisions concerning the members and operations of the expert committee shall be prescribed separately.

(Responsibilities of Members, etc.)

**Article 17** Members of the Committee must not reveal secret information that they may have access to in the performance of their duties during their term of office and after the term ends.

2. The provision prescribed in the preceding paragraph shall also apply to those who were asked to attend the Committee under Article 15 and those who are engaged in administrative matters of the Committee.

(Administrative Matters)

**Article 18** Clerical work of the Committee shall be carried out by the Research Support Division with the help of the departments concerned.

(Miscellaneous Provisions)

**Article 19** In addition to these regulations, necessary provisions concerning conflict of interest management shall be prescribed by the President.

Supplementary Provisions

1. These regulations shall come into force as from December 22, 2004.
2. The term of office of the first members selected or designated under Article 11, paragraph 1, items (2) through (4) and item (6) after these regulations came into force shall terminate on March 31, 2006, notwithstanding the provision of Article 11, paragraph 3.

Supplementary Provisions

These regulations shall come into force as from May 10, 2005 and be applied from April 1, 2005.

Supplementary Provisions

These regulations shall come into force as from April 1, 2006.

Supplementary Provisions

These regulations shall come into force as from May 1, 2009.

Supplementary Provisions (Regulations No. 7 of July 26, 2012)

These regulations shall come into force as from August 1, 2012.

Supplementary Provisions (Regulations No. 1 of April 1, 2014)

These regulations shall come into force as from April 1, 2014.