

Nagoya Institute of Technology Academic Data Policy Guidelines

The core principles of this policy are to establish that

- (1) Those who collect or generate academic data have the autonomy to determine methods for its management, publication, and utilization;
- (2) Nagoya Institute of Technology (hereinafter "NITech") Members shall appropriately handle academic data they collect or generate; and
- (3) NITech shall support its members' activities related to academic data management.

The above points (1) through (3) correspond to Paragraphs 3 through 5 of this policy, respectively.

1. Purpose

This policy has been formulated based on the principles of the Nagoya Institute of Technology Charter and establishes NITech's internal academic data management framework as required by the advancement of open science.

2. Definition of Academic Data in this Policy

Academic data, as defined in this policy, refers to electronic data that arises from or is handled in the course of educational and research activities and which, in principle, serves as evidence for published papers and other works, including

- (1) Text
- (2) Numerical data
- (3) Multimedia (images, audio, video).

Furthermore, electronic data related to education and research that falls outside categories (1) through (3) may be published at the discretion of those who collected or generated it.

Additionally, for academic data that falls under the Guidelines for Proper Handling of Research Information and Data at NITech (established March 9, 2016), research materials must, in principle, be preserved for 10 years following the publication of the relevant paper or other work.

Academic data collected or generated by NITech Members at their previous institutions shall also be subject to this policy if such data is maintained during their tenure at NITech.

3. Exclusions

This policy does not apply to academic data falling under the following categories:

- (1) Data designated as confidential pursuant to laws, NITech regulations, and other applicable rules
- (2) Data from research in progress
- (3) Data requiring permission from rights holders where such permission has not been secured

- (4) Academic data in non-electronic format
- (5) Electronic data specifically designated as exempt by the parties responsible for its collection or generation

4. Management of Academic Data, etc.

Those who collect or generate academic data shall, in principle, have the authority to determine its management, publication, and utilization, and NITech shall not unilaterally establish these determinations. However, such determinations must remain within the scope permitted by laws and NITech regulations, and where third parties hold rights or legal interests in said data (for example, where data contains third-party intellectual property rights or personal information), these determinations must not infringe upon such rights and interests.

The management of academic data encompasses all activities related to academic data, including collection, generation, analysis, storage, utilization, preservation, disposal, publication, restricted publication, and confidentiality. In this context, "publication" of academic data refers to making academic data available for use by others; "restricted publication" refers to restricting the methods of data provision or limiting users who may access the data (for example, time-limited publication or access restricted to those who have paid a fee); and "utilization" refers to enhancing the value of publicly available academic data to generate greater intellectual impact and other benefits.

5. Obligations of NITech Members

For purposes of this policy, NITech Members shall be defined as persons engaged in research or educational activities at NITech. This term encompasses all individuals participating in research or educational activities at NITech, including visiting faculty and students, irrespective of employment status with NITech.

NITech Members shall fulfill the following obligations regarding academic data management:

- (1) Evaluate preservation requirements for collected or generated academic data
- (2) Establish parameters for data subject to management
- (3) Generate metadata for data subject to management
- (4) Categorize data subject to management as public, restricted, or confidential
- (5) Ensure accessibility of data categorized as public
- (6) Prepare a Data Management Plan (DMP) when utilizing public research funding.

NITech Members shall determine protocols for the handling of academic data prior to the cessation of their NITech Member status.

6. Obligations of NITech

NITech shall provide NITech Members with support in the following areas:

- (1) Planning, establishment, and administration of academic data management systems,
- (2) Development and implementation of digital platforms for academic data management,
- (3) Communication of academic data management systems to internal and external stakeholders.

7. Supplementary Provisions

- (1) NITech shall bear no liability for damage arising from the publication and utilization of academic data.
- (2) This policy and its explanatory notes shall be subject to periodic review and revision as deemed necessary.

(Reference) Flow chart on “Public,” “Restricted,” and “Confidential” academic data

