

Policy for Distinguished Researchers, Senior Researchers and Researchers at Keio Research Institute at SFC

*Approved by the SFC Joint Steering Committee on 14th April 1993

*Approved by the SFC Joint Steering Committee on 31th March 2004

(Participants represented the Faculty of Policy Management, the Faculty of Environment and Information Studies, and the Graduate School of Media and Governance)

*Approved by the Steering Committee of the Faculty of Nursing and Medical Care on 21th April 2004

*Approved by the SFC Joint Steering Committee on 28th February 2007

(Participants represented the Faculty of Policy Management, the Faculty of Environment and Information Studies, and the Graduate School of Media and Governance)

*Approved by the Steering Committee of the Faculty of Nursing and Medical Care on 14th March 2007

*Approved by the SFC Joint Steering Committee on 17th April 2013

(Participants represented the Faculty of Policy Management, the Faculty of Environment and Information Studies, and the Graduate School of Media and Governance)

*Approved by the Steering Committee of the Faculty of Nursing and Medical Care on 17th April 2013

*Approved by the Joint Steering Committee of the Graduate School of Health Management on 24th April 2013

*Approved by the Steering Committee of the Faculty of Nursing and Medical Care on 18th March 2015

*Approved by the Joint Steering Committee of the Graduate School of Health Management on 18th March 2015

*Approved by the SFC Joint Steering Committee on 25th March 2015

(Participants represented the Faculty of Policy Management, the Faculty of Environment and Information Studies, and the Graduate School of Media and Governance)

*Approved by the SFC Joint Steering Committee on 17th June 2015

(Participants represented the Faculty of Policy Management, the Faculty of Environment Information Studies, and the Graduate School of Media and Governance)

*Approved by the Steering Committee of the Faculty of Nursing and Medical Care on 17th June 2015

*Approved by the Joint Steering Committee of the Graduate School of Health Management on 24th June 2015

Establishment

1. Keio Research Institute at SFC (hereinafter referred to as “the Institute”) has laid down a ‘Policy for Distinguished Researchers, Senior Researchers, and Researchers at Keio Research Institute at SFC.’ The Policy highlights the status, qualifications, and duties of researchers in the three above-mentioned categories that are not mentioned in the existing regulations of the Institute.

Defining a Distinguished Researcher

2. A Distinguished Researcher is one who is recognized to be beneficial to the progress of research activities of the Institute and whose Faculty Sponsor is the Executive Director of the Institute.

Defining a Senior Full-time Researcher

3. A Senior Full-time Researcher is a tenured faculty member of the Faculty of Policy Management, Faculty of Environment and Information Studies, Faculty of Nursing and Medical Care, and the Graduate School of Media and Governance; or excluding Project Faculty Members, a full-time non-tenured faculty member.

Defining a Senior Project Researcher and a Project Researcher

4. A Senior Project Researcher and a Project Researcher are, respectively, Project Faculty Members or non-tenured researchers of the Graduate School of Media and Governance or the Graduate School of Health Management.

Defining a Senior Researcher and a Researcher

5. Senior Researchers and Researchers who do not fall into the categories described in the above 3. and 4. are, respectively, called Senior Researchers and Researchers. (Based on this definition, Senior Researchers and Researchers refer to those who are not Senior Full-time Researchers, Senior Project Researchers, or Project Researchers.)
6. A Senior Researcher and a Researcher are regarded as researchers who are accepted by the Institute upon recommendation by a Faculty Sponsor and then participate in research activities.
7. Distinguished Researchers, Senior Researchers and Researchers are expected to comply with public law, rules and regulations of Keio University and instructions of the Executive Director, faculty members and staff of Keio University. The aforementioned researchers should make every effort to contribute to the progress of research conducted at the Institute.
8. A 'Distinguished Researcher', a 'Senior Researcher' and a 'Researcher' are not defined as job titles; therefore, there are no employment relationships between such researchers and the Institute or Keio University.

Titles

9. Distinguished Researchers, Senior Researchers, and Researchers must use the following titles for business cards or, when they are requested to, identify their status in the Institute. The titles may not be abbreviated.

Distinguished Researcher: Distinguished Researcher, Keio Research Institute at SFC

Senior Researcher: Senior Researcher, Keio Research Institute at SFC

Researcher: Researcher, Keio Research Institute at SFC

Senior Full-time Researcher: Senior Full-time Researcher, Keio Research Institute at SFC

Senior Project Researcher: Senior Project Researcher, Keio Research Institute at SFC

Project Researcher: Project Researcher, Keio Research Institute at SFC

Qualification of a Distinguished Researcher, a Senior Researcher and a Researcher

10. Faculty Sponsorship of Distinguished Researchers, Senior Researchers, and Researchers should be based on the criteria described below.
 - a. A Distinguished Researcher must have outstanding research achievements and research management results both in the home country and abroad, and be internationally and widely active.
 - b. A 'Senior Researcher' must possess a Master's degree or equivalent/higher degree, and also be recognized as an experienced, distinguished, and self-sustained researcher.
 - c. A 'Researcher' must possess a Bachelor's degree or equivalent/higher degree, and be recognized as an experienced and distinguished researcher.

Qualification and Responsibility of a Faculty Sponsor

11. The Faculty Sponsor for

A Distinguished Researcher must be the Executive Director of the Institute. The Faculty Sponsor for a Senior Researcher or a Researcher must be the Executive Director of the Institute or a tenured and/or non-tenured faculty member (excluding part-time member and Project Faculty members) who belongs to the Faculty of Policy Management, the Faculty of

Environment and Information Studies, the Faculty of Nursing and Medical Care, the Graduate School of Media and Governance and the Graduate School of Health Management.

The Faculty Sponsor will be responsible for all activities conducted by Distinguished Researchers, Senior Researchers and Researchers as members of the Institute.

Approval of Acceptance

12. The following three processes will mark the acceptance of Distinguished Researchers, Senior Researchers and Researchers:

- a. The Faculty Sponsor submits a completed application signed by both the Faculty Sponsor and the Candidate.
- b. The application is screened by the Steering Committee of Keio Research Institute at SFC.
- c. The application is approved by the SFC Joint Steering Committee of the Faculty of Policy Management, the Faculty of Environment and Information Studies and the Graduate School of Media and Governance, by the Steering Committee of the Faculty of Nursing and Medical Care or by the Joint Steering Committee of the Graduate School of Health Management.

Conflict of Interest

13. A Faculty Sponsor must state the fact in writing and address it to the Institute at the time of application when it is predicted that acceptance of a Candidate may cause a conflict of interest or a penalty of some sort on the Institute. At any point when such conflict of interest or penalty is revealed after the submission of application, the Faculty Sponsor must state the fact in writing and address it to the Institute immediately.

Period of Acceptance

14. The period of acceptance for Distinguished Researchers, Senior Researchers, and Researchers is valid until the end of the academic year at the longest. The period of validity may be extended until the following academic year if the Faculty Sponsor submits a renewal application regarding the Distinguished Researchers, Senior Researchers, and Researchers.

Report of Activities by Distinguished Researchers, Senior Researchers, and Researchers

15. All Distinguished Honorary Researchers, Senior Researchers and Researchers must give a report of activities conducted as a Distinguished Researcher, a Senior Researcher or a Researcher as and when requested by the Executive Director and/or the Faculty Sponsor.

Obligation of Confidentiality of Distinguished Researchers, Senior Researchers, and Researchers

16. All Distinguished Researchers, Senior Researchers and Researchers must keep any information gained from the research activity conducted at the Institute confidential and not disclose it to any third party, unless approved by the Institute or the information has already come into the public domain.

Cancellation of Status

17. The status of Distinguished Researchers, Senior Researchers or Researchers will be cancelled by the order of the Executive Director if they fail to adhere to public law, rules and regulations of Keio University, disobey the instruction of Executive Director/faculty members and staff, inflict physical or moral damage to Keio/the Institute and/or related parties or cause any action corresponding to the above.

Registration Fee

18. Senior Researchers and Researchers must pay the annual registration fee of JPY 50,000 by the stipulated deadline after they are admitted to the Institute. The annual registration fee can either be paid lump sum or bi-annually (JPY 25,000 for April through September; JPY 25,000 for October through March). The renewal fee must be paid at the time of renewal.

Exemption from Registration Fee

19. The registration fee for researchers may not be charged within the limitations set by the Steering Committee of the Institute, provided they participate in the research project which pays the designated ratio of overhead to the Institute under the Internal Regulations about Treatment of Overheads Related to External Research Funds at SFC.

Use of Facilities

20. Distinguished Researchers, Senior Researchers and Researchers are entitled to be issued a Campus Card, use the Media Center, obtain an SFC-CNS account and apply for a registered parking space on campus.

Management of Personal Information

21. The Institute will follow the Basic Policy concerning Protection of Personal Information when handling any document related to the acceptance of Distinguished Researchers, Senior Researchers and Researchers.

Please note that any information provided at the time of application may be used to send invitations from the Institute or the Keio SFC Academic Society to the researchers.

Waiving or Changing the Policy

22. Waiving or changing the Policy should be based on the proposal of the Steering Committee of Keio Research Institute at SFC. This proposal should then be discussed and approved by the SFC Joint Steering Committee of the Faculty of Policy Management, the Faculty of Environment and Information Studies and the Graduate School of Media and Governance, by the Steering Committee of the Faculty of Nursing and Medical Care and by the Joint Steering Committee of the Graduate School of Health Management.

Supplementary Provision

Supplementary Provision: 14th April 1993

This policy is effective on 14th April 1993 and applicable from 1st April 1993.

Supplementary Provision: 21st April 2004

This policy is effective on 21st April 2004 and applicable from 1st April 2004.

Supplementary Provision: 14th March 2007

This policy is effective on and applicable from 1st April 2007.

Supplementary Provision: 24th April 2013.

This policy is effective from 24th April 2013.

Supplementary Provision: 1th April 2015.

This policy is effective from 1th April 2015.

Supplementary Provision: 24th June 2015.

This policy is effective from 1th April 2015.