

When requesting work, you need to explain the nature of the employment, the prohibition of kickback, and other rules according to this manual, and have the pledge signed by the worker. In the case of requesting work from students, your signature is also required.

## To Part-time Employees

Shimane University has been endeavoring to prevent iniquities in the use of public research expenses such as competitive research funds or subsidy by following the Iniquity Prevention Plan made by the Public Funds Iniquity Prevention Plan Promotion Unit.

However, abuses of research funds persist and are perceived as a serious social problem.

The Ministry of Education, Culture, Sports, Science, and Technology has revised the "Guidelines on Administrative Inspection of Public Research Funds in Research Institutions" and urged each university to more strictly manage research funds. To cope with the revised guidelines, the University has built a framework including formulating basic guidelines to prevent misuses of public research funds and published it online. Refer to **Public Research Funds Abuse Prevention Measures**.

<[https://www.shimane-u.ac.jp/research/illegal\\_prevent/huseishiyou/index.html](https://www.shimane-u.ac.jp/research/illegal_prevent/huseishiyou/index.html)> (in Japanese only)

本学ホームページのトップページ→研究・産学連携→島根大学における公正な研究遂行のための取り組みについて  
→公的研究費等の不正使用防止への対応

The following are examples of cases in which students and part-time lecturers are involved in the university's education, research, and administrative operations.

- When they work as Part-time Lecturers to conduct classes, as Teaching Assistants to assist classes or as Research Assistants to assist research activities, they are paid a salary according to their working hours.
- When they assist a faculty member in conducting experiments or in work such as organizing documents/materials, they are paid a salary according to their actual working hours.

When students and part-time lecturers are involved in the university's education, research, and administrative operations and are paid a salary, they are required to submit the Pledge shown below in advance.

When you are requested by a faculty member for works related to the university's education, research, or administrative operations and you get paid salary, fill in the Pledge and submit it to the requester.

### PLEDGE

To the President of Shimane University:

I, the undersigned, hereby pledge to observe the following points in implementing the related work:

1. Comply with the social norms, government ordinance, rules of the University and other enforcement rules;
2. Not to commit any wrongdoings;
3. Not be involved in fraudulent financial schemes, including kickbacks. (Kickback: faculty recovery of all or part of salaries and rewards paid to students, often through coercive means);
4. Bear legal responsibility based on the University and Graduate School's regulations in case of any acts against the rules; and
5. Report cases to the "Illegal Use of Public Research Funds Report and Consultation Unit" in case the event requesters or others attempt to force me work in illegal ways.

Date: \_\_\_\_ Year \_\_\_\_ Month \_\_\_\_ Day

Affiliation:

(Student Number: \_\_\_\_\_ )

Name: \_\_\_\_\_ Seal

(Write legibly yourself)

I hereby confirm that I have given the explanation to the above mentioned person, following the manual.

Date: \_\_\_\_ Year \_\_\_\_ Month \_\_\_\_ Day

Requester

Affiliation :

Name (Write legibly yourself) : \_\_\_\_\_ Seal

Please turn over and read the other side as well. →

### What is Public Research Funds Abuse?

It covers illicit personal accounting, uses other than those specified, uses against the decided purpose or added conditions, false billing and transactions, and all other actions deemed inappropriate.

For example, the acts below constitute Funds Abuse:

- 【Funds for commodity/consumables】 Deposit with Suppliers, Document tampering
- 【Funds for business trip】 Fraudulent business travel and padding business travel expenses
- 【Funds for salary/payment】 Fraudulent salary/payment

- ★ Deposit with Suppliers: Faking a transaction and having payment made by the University to the Supplier.  
Example: Faking a transaction to have payment made by the University to the Supplier, having the Supplier manage the money as a deposit, and using that deposit as his/her own research budget for the following year.
- ★ Fraudulent business travel and padding business travel expenses: Having travel expenses paid by the University for a trip that did not actually take place.  
Example: Faking a business trip report for a trip that did not actually take place or a cancelled trip to receive travel expenses. Faking a business trip report by increasing the days of the trip to receive more trip expenses.
- ★ Fraudulent salary / payment: Receiving Payment from the University for work that has not been actually conducted.  
Example: Faking work schedule not based on the actual work, or padding working hours to receive more salary/payment.

**Kickback : Faculty recovery of all or part of salaries and payments made to students, often through coercive means. Even when payment or remuneration is made reflecting actual work conditions, kickbacks are socially unacceptable conduct and prohibited at Shimane University.**

To prevent abuses of public research funds, the University has established an Illegal Use of Public Research Funds Report and Consultation Unit.



### Illegal and Unauthorized Use of Public Research Funds Report and Consultation Unit

This Unit was established for reporting public research funds abuses (including by the concerned person) and for consulting about the suitability of funds use.

Please make your report by writing the items below and sending them in an envelope, by email, by fax, or by interview.

- Name of the reporter - Contact (affiliated section)
- Name of the person who committed the abuse - Content of the abuse
- Grounds for the abuse - Any other necessary information

#### Contacts of the Illegal Use of Public Research Funds Report and Consultation Unit

Shimane University Finance Department, Finance Division:

Tel: 0852-32-6020 (or 6021) Fax: 0852-32-6039

Shimane University Audit Office:

Tel: 0852-32-6026 Fax: 0852-32-6608

Address: 1060 Nishikawatsu-cho, 690-8504 Matsue, Shimane

Email: kenkyuhusei@office.shimane-u.ac.jp

Based on the University regulations, Graduate School's regulations, and Contract Employees' regulations, in case part-time employees act against the rules or commit abuses, they receive disciplinary punishment.

#### 【Students】

Shimane University Regulations (Extract)  
(Official reprimand)

Article 48: Whoever acts against the University regulations or against the student's duties, the University President shall initiate a procedure and implement an official reprimand.

2 The official reprimand is Admonition, Suspension, or Dismissal.

Shimane University Graduate School Regulations (Extract)  
(Official reprimand)

Article 41: Whoever acts against the University regulations or against the student's duties, the University President shall initiate a procedure and implement an official reprimand.

2 The official reprimand is Admonition, Suspension, or Dismissal.

#### 【Part-time Lecturers】

Shimane University Work Regulations for Contract Employees (Extract)  
(Official reprimand)

Article 47: The University shall take disciplinary action against a Part-time Employee if the Part-time Employee:

- (1) violates these rules, university regulations, or other laws and ordinances;
- (2) violates his/her official duties or is poor in his/her duties; or
- (3) causes damage to the University due to intentional or gross negligence.

\*In case of discrepancies between the Regulations in Japanese and this English translation, the Japanese shall prevail.