

(Tentative Translation) Detailed Rules on the Institutional Repository
at the National Graduate Institute for Policy Studies

June 18, 2014
Detailed Rule No. 3 of 2014

Revised by: Detailed Rule No. 1 of 2020 [February 17, 2020]
Detailed Rule No. 1 of 2022 [March 2, 2022]

(Purpose)

Article 1 The purpose of these Detailed Rules is to provide the necessary matters regarding the operation of the institutional repository (hereinafter referred to as “the Repository”) at the National Graduate Institute for Policy Studies (hereinafter referred to as “the Institute”).

(Scope of Registration)

Article 2(1) The scope of content registered in the Repository (hereinafter referred to as “registration”) shall be products created through educational or research activities conducted at GRIPS, hereinafter referred to as ‘intellectual products,’ which fall under any of the following categories:

- (i) doctoral dissertations;
- (ii) discussion papers issued by the GRIPS Policy Research Center;
- (iii) academic articles; and
- (iv) any other products deemed appropriate by the Institutional Repository Committee of the National Graduate Institute for Policy Studies (hereinafter referred to as the “Committee”).

(Depositors)

Article 3 The following persons (hereinafter referred to as “depositors”) shall be eligible to register as depositors:

- (i) current and former faculty members, staff or students of the Institute; and
- (ii) any other persons whom the Committee deems eligible for registration.

(Registration Procedure)

Article 4(1) A depositor, applying for registration of his/her intellectual products, shall in advance agree to the matters set forth in Articles 7 to 11, and submit those intellectual products along with the application for registration designated by the Committee, as follows:

- (i) doctoral dissertations: submit to the Academic and Student Support Division;
- (ii) discussion papers: submit to the Research Support Section of the Research Support and International Affairs Division; and

(iii) other: submit to the Information Service Section of the Research Support and International Affairs Division.

(2) The Academic and Student Support Division and the Research Support Section of the Research Support and International Affairs Division shall, upon receipt of a submission of intellectual product(s), confirm the content of the application form and forward the intellectual product(s) to the Information Service Section of the Research Support and International Affairs Division.

(3) The Information Service Section of the Research Support and International Affairs Division shall register submitted or forwarded intellectual products in the Repository along with metadata, such as bibliographic information and abstracts.

(Use of Registered Intellectual Products and metadata)

Article 5 The Institute shall use the registered intellectual products and accompanying metadata in the following manner:

(i) reproduction of the intellectual products and preservation of them in the repository along with their metadata;

(ii) provision via the Internet, of free open access to the reproduction referred to in item (i) above, along with its metadata; and

(iii) reproduction and media conversion to preserve the intellectual products and ensure their ongoing availability.

Article 6 Regarding the use of the registered Intellectual products, the Institute:

(i) shall not use those products in any manner other than those set forth in Article 5 above; and

(ii) shall inform persons using the intellectual products via the Internet that, except for use permissible under the Copyright Act, such as reproduction for personal use or quotation, use of those products is subject to prior approval by the copyright holder.

(Copyright and Authorization for Use)

Article 7 The copyright for any intellectual product and its abstract which have been registered in the Repository shall not be transferred to the Institute but shall remain in the possession of the original copyright holder.

(2) Metadata other than abstracts shall not be deemed as copyrighted works and shall be available to third parties for secondary use. It should be noted that secondary use of abstracts is subject to prior approval by the copyright holder.

Article 8 If the copyright on an intellectual product and its abstract belongs solely to the depositor, the depositor shall grant the Institute authorization to use that product without charge, as stipulated in Articles 5 and 7(2).

Article 9 If the copyright on an intellectual product and its abstract belongs to two or more persons including the depositor, or to a person other than the depositor, the depositor shall obtain consent from all copyright holder(s) to grant the Institute authorization for use without charge, as stipulated in Articles 5 and 7(2). However this shall not apply in cases where such copyright holder(s) has/have already made an official declaration regarding authorization for such use.

(Removal and Non-Disclosure of Intellectual Products)

Article 10(1) If a registered intellectual product falls under either of cases (i) and (ii) below, the registered intellectual product, in whole or in part, shall, after deliberation by the Committee, be removed from the Repository (or the disclosure thereof shall be terminated):

(i) the depositor applies for removal or non-disclosure of the intellectual products, providing that the reason(s) for removal or non-disclosure, and the reason(s) are deemed appropriate; or

(ii) it is found that the intellectual product infringes on another person's copyright, ownership, or similar; has been derived from the unauthorized use or plagiarism of another person's work; or has content that is highly inappropriate from a social perspective.

(2) When the Committee has removed an intellectual product or terminated its disclosure as in the case referred to in item (ii) of Article 10(1) above, the Committee shall notify the depositor to that effect and inform the depositor of the reasons for removal or termination of disclosure.

(Disclaimer)

Article 11 The Institute shall not assume liability for any damage that may occur as a result of the registration of intellectual products, or the use of products registered in the Repository (limited to use as set forth in Articles 5 and 7(2)).

(Administrative Affairs)

Article 12 Further to the stipulations in Article 4, paragraph (2), administrative actions related to the operation of the Repository shall be performed by the Information Service Section of the Research Support and International Affairs Division, in cooperation with related divisions.

(Others)

Article 13 Further to the provisions of the Regulations on the Institutional Repository at the National Graduate Institute for Policy Studies (Regulation No. 15 of 2014 [June 18, 2014]) and of these Detailed Rules, any other necessary matters concerning the operation of the Repository shall be provided for separately by the Committee.

Supplementary Provisions (Detailed Rule No. 3 of 2014 [June 18, 2014])

These Detailed Rules shall come into effect as of June 18, 2014.

Supplementary Provisions (Detailed Rule No. 1 of 2020 [February 17, 2020])

These Detailed Rules shall come into effect as of February 17, 2020

Supplementary Provisions (Detailed Rule No. 1 of 2022 [March 2, 2022])

These Detailed Rules shall come into effect as of March 2, 2022.