

Date: June 18, 2024

Request to Take the Compliance Education (for Faculty and Staff Members) for AY 2024

1. Purpose

An e-Learning training will be implemented for THERS members in order to reaffirm the importance of the proper use of public funds and the prevention of their improper use, as well as to deepen their understanding of the rules regarding the use of expenses, so that the proper use of public funds at THERS is thoroughly enforced.

All education and training courses will be conducted using the Tokai National Higher Education and Research System LMS "TACT".

2. Persons Subject to Taking the Courses:

All faculty and staff members affiliated with the Tokai National Higher Education and Research System, as well as those affiliated with Gifu University, and **JSPS Research Fellows whose host institutions are Gifu University, and JSPS International Research Fellows.**

(Please refer to "1. (1) Persons Not Subject to Taking the Courses" in the attached "Outline of the Education and Training Courses" for the criteria for those who are not subject to taking the courses.)

3. Requested Period for Taking the Courses

Please take the courses **within one month of the date of this document (June 18, 2024).**

* The requested deadline to finish taking the courses is **September 30, 2024.**

* They can be taken throughout the day, excluding maintenance hours (4:00-6:00am).

* They can be taken off-campus, including overseas.

* **New faculty members who are appointed after the publication of this document are to take the courses within a month of taking their position.**

4. How to Take the Courses

The Tokai National University Organization Learning Management System "TACT" will be used.

For specific information on how to take the courses, please refer to "2. How to Take the Courses" in the attached "Outline of the Education and Training Courses"

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Outline of the Education and Training Courses Implementation

1. Persons Subject to Taking the Courses

All faculty and staff of the Tokai National Higher Education and Research System and those of Gifu University, JSPS Research Fellows whose host institutions are Gifu University, and JSPS International Research Fellows.

①Persons Not Subject to Taking the Courses

Persons who are determined by the Compliance Manager not to be involved in the execution of research funds, etc., and who meet the following requirements may be exempted from taking the course.

- (1) Persons taking long-term leave, etc. (maternity leave, childcare leave, long-term sick leave, etc.);
- (2) Part-Time Lecturers, Invited Faculty Members;
- (3) Emeritus Professors;
- (4) Persons working at other institutions (employees on loan, internship at a company, etc.);
- (5) Persons limited to onsite work (drivers, childcare workers, mail carriers, machine maintenance workers, observation point measurers, agricultural and forestry workers, Work Support Office workers, weekend museum receptionists, etc.);
- (6) Healthcare Workers (Excluding those in positions equivalent to Section Head and above);
- (7) Persons who are among the members affiliated with the Tokai National Higher Education and Research System and/or Gifu University as of September 30, 2024, but who have been recognized and approved by the Compliance Manager to not take the course because they will retire/resign by March 31, 2025 and do not any execute research funds, etc. at the University;
- (8) Other than these, persons whom the Deputy Fund Manager approves to be excluded.

* Persons who have external funds such as Grant-in-Aid for Scientific Research (including shared funds), etc. are subject to taking the course, even if they fall under one of the items listed above.

②Employees who are newly employed or transfer in after the start of the course.

Employees who are newly appointed after the start of the course will be included as persons subject to taking the course as necessary. Newcomers are requested by the department to take the course within one month of appointment to their position.

Those who are newly appointed after October will not be included in the list of persons subject to taking the course and will not be subject to reporting. However, they will be registered in the TACT system and could take the course, so we ask each school/graduate school, etc. to ask them to take the course, especially if they apply for external funds such as Grants-in-Aid for Scientific Research.

③Students

For students, a separate " e-Learning Tutorial for the Appropriate Use of Public Funds (for Students at GU)" will be implemented, so, in principle, please tell them to take this course.

However, students who obtain their own research funds and manage and execute their own budgets, such as JSPS Research Fellows, are required to take the e-Learning course for Faculty and Staff Members.

JSPS Research Fellows are registered as persons subject to taking the course from the start, however, if there are other students who need to take the course, please inform the Research Safety Control Division.

Note that it is possible to take both the “for Faculty and Staff Members” and the “for Students” courses.


④ Dispatched Employees

Regarding dispatched employees, only those who have applied for and are using a THERS account will be registered as the persons subject to taking the course.

2. How to Take the Course

(1) Please access the TACT course screen from the URL below.

<https://tact.ac.thers.ac.jp/portal/>

(2) Click the  button in the upper right side of the TACT top screen and log in with your THERS account.

For information on how to log in, please refer to the TACT top screen’s “Information about TACT”, “[Various information]”, “・ About logging in”.

(3) The titles of the training courses which you are supposed to take will be indicated on the top of the screen.

Please click “G○_Compliance e-Learning(2024GUStaff)” in that section. (In place of the ○ symbol, various alphabets will be written according to their respective individual.)

(4) When the “受講の手順/INTRODUCTION” screen appears, please take the course in the following order: review the text, take the test, and check your score and feedback.

(5) About the Test

The test is divided into two parts.

○Part 1: Pledge and Confirmation (3 questions)

Before starting the comprehension test of this training course, you will be asked to review the “Pledge Regarding Use of Expenses,” “Checklist for Using the Financial Accounting System,” and “Declaration Regarding Orders”. By checking “A. I agree,” you agree to the matters listed in these items.

In this part, select A for all. Selecting B will result in “Failure” regardless of the test results below.

○Part 2: “e-Learning Regarding the Use of Public Funds” (20 questions)

Total: 23 Questions

In Part 1, 40 points are allotted for a total of three questions, and in Part 2, 3 points are allotted per question.

A score of 94 or higher out of 100 (no more than 2 incorrect answers out of 20 questions in Part 2) is required to pass. A score of 91 or below (3 or more incorrect answers) will result in Failure.

- (6) The course is complete when "合格/Pass" appears in the "Course Grades" section of the "Gradebook".

3. About the Response to those who Do Not Complete the Courses

The e-Learning Regarding the Use of Public Funds falls under the "Implementation of Compliance Education" in the "Guidelines for Management and Audit of Public Research Funds at Research Institutions (Implementation Standards)" of the Ministry of Education, Culture, Sports, Science and Technology (MEXT), and the participation rate will be reported to MEXT every year.

As a rule, it is required to report that 100% of the persons subject to taking the course have completed the course, therefore, if the participation rate is less than 100%, it may be subject to investigation as a matter of concern.

In order to ensure 100% participation, we plan to urge those who have not yet taken the course to take it as follows.

- (1) Early July: All faculty and staff members be sent an email reminder to take the course.
- (2) August-September: Periodic reminders will be sent from the persons in charge of each department to each person who has not yet taken the course.
- (3) Early October: A list of names of those who have not yet taken the course by the final deadline of September 30 will be sent to the Compliance Manager and the Vice Compliance Manager of each school, graduate school, etc., requesting them to urge those who have not yet taken the course to do so.
- (4) November: At the Department Directors and Administrative Directors Committee, the ratio of percent of those who took the course in each school, graduate school, etc. will be reported, and the school, graduate school, etc. and the Research Safety Management Section will urge them again so that the number of persons who have not taken the course will be reduced to zero by the end of November.

* If there are any persons who have not taken the course as of the end of November, we will consider imposing specific penalties for those who have not taken the course from next year onward.

If you have any questions about taking the courses (cannot log in, do not know where to take the test, do not know if you passed the test, do not know whether you are subject to taking the courses or not, etc.), please contact the one written below.

Contact:

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