



Named Person scheme

Faculty of Social Sciences and Humanities (SSH) Guidelines

This document is intended for researchers affiliated with the Faculty of Social Sciences and Humanities (SSH) at Aalborg University.

PURPOSE AND SCOPE

In order to promote responsible research practices at SSH, the faculty management has as recommended by the Academic Council, decided to appoint Named Persons. A Named Person provides individual researchers with access to impartial advice outside of the management structure. Responsibility for advising on responsible research practices and ethics lies primarily with the personnel manager, i.e. the head of department or the head of the research group, and in the case of PhD students, also with the principal supervisor. Named Persons are expected to facilitate dialogue on responsible research practices and research ethics, which is essential to increasing awareness of applicable principles and guidelines. The aim is that the Named Persons will help build competences and help disseminate knowledge about good research practices and research ethics across the faculty.

The Named Persons provide advisory support and thus complement the AAU Practice Committee, which deals with cases of questionable research practices and coordinates with the Danish Committee on Research Misconduct, responsible for handling cases involving fabrication, falsification or plagiarism. Named Persons also collaborate with the AAU Research Ethics Committee, which issues ethical approvals and opinions, as well as the Academic Council, which establishes guidelines for promoting responsible research practices.

CONTENTS

Appointments and organisation

1. The Academic Council appoints two Named Persons for a two-year period, on the recommendation of the Dean's Office and the faculty management. The appointment periods for the Named Persons are staggered by one year to ensure continuity and knowledge sharing. This means that one Named Person is appointed annually.

2. As a general rule, no substitutes will be appointed. This is to maintain confidentiality in contacts with Named Persons.
3. If a faculty member finds one of the two Named Persons to be in a position of conflict of interest, the other Named Person may be contacted without further consultation with the management. Formally, it is the individual Named Person's responsibility to declare any conflict of interest (cf. sections 3-6 of the Danish Public Administration Act).
4. The faculty compensates each of the two Named Persons for 22 hours of work annually.
5. SSH department heads are responsible for promoting awareness of the scheme and may invite Named Persons to local information meetings.

Qualification profile

6. Named Persons are selected from the faculty's academic staff and must have at least five years of experience at associate professor level or be professors or emeritus professors. Furthermore, Named Persons are expected to have knowledge of the principles of responsible research practices and of the traditions of the relevant disciplines, insight into research ethics issues, and broad experience with international and external collaboration.
7. The faculty aims to ensure gender and age diversity in the appointment process.
8. Named Persons are independent of the university management. Therefore, research group heads, section heads, (vice) department heads and (vice) deans cannot be appointed as Named Persons. Similarly, faculty members of the AAU Practice Committee, which handles cases of questionable research practices and forward cases of suspected research misconduct, cannot at the same time perform the function of Named Person.

Duties and responsibilities

9. Named Persons have an advisory role and do not handle . They are available to any researcher affiliated to the faculty, including collaboration partners and PhD students not employed by AAU. Named Persons are responsible for reaching out to relevant specialists for input on particular issues as needed.
10. Named Persons do not advise students unless they are involved in research activities during their studies and need impartial guidance in that context.
11. A Named Person can act as an observer and support the researcher by clarifying applicable guidelines and principles in dealings with internal or external parties.
12. Named Persons are obliged to stay informed about applicable international, national and local standards, guidelines and traditions of responsible research practice, research ethics and academic freedom. This includes having an understanding of the various academic disciplines in order to be able to advise researchers involved in interdisciplinary collaborations.
13. This obligation also includes keeping up to date on AAU's internal organisation, HR matters and management structure, so that the Named Person can advise on relevant bodies and areas of responsibility.
14. Named Persons have a duty of confidentiality and may not disclose information to management or others unless the person seeking their advice requests assistance in this regard.
15. In order to ensure competence building across the faculty and support the Named Persons and faculty representatives on the AAU Practice Committee and the Research Ethics Committee, two

collaborative meetings are held each year. The two Named Persons take turns in arranging these meetings.

16. As part of the competence-building process and to increase visibility, each department's Named Person attends an annual meeting with the Academic Council, along with representatives of the AAU Practice Committee and the Research Ethics Committee, to present updates and discuss selected focus areas related to responsible research practice, research ethics and freedom of research.

BACKGROUND

The above is based on earlier guidelines for the scheme developed by the Faculty of Humanities. Initially launched as a pilot phase, the scheme was evaluated in mid-2024. Following this evaluation, the Academic Council reviewed the findings and recommended that the faculty management continue the scheme.

OVERALL FRAMEWORK

[Statutes for Aalborg University](#)

[Danish Act no. 383 of 26 April 2017 on research misconduct etc.](#)

[Danish Board on Research Misconduct](#)

[AAU Practice Committee](#)

[Danish Code of Conduct for Research Integrity](#)

[Policy for research data management at Aalborg University](#)

[Rules regarding disciplinary measures for students at AAU](#)

[Universities Denmark's principles for good research communication](#)

[Principles and recommendations for research-based collaboration and consultancy – Universities Denmark \(dkuni.dk\)](#)

[Guidelines for promoting responsible research practice at the Faculty of Social Sciences and Humanities](#)

CONTACTS

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