



## Named Person scheme

### Faculty of Social Sciences and Humanities

#### Guidelines

The document is aimed at researchers associated with the Faculty of Humanities and Social Sciences at Aalborg University

#### PURPOSE AND SCOPE

In order to promote good scientific practice at the Faculty of Humanities and Social Sciences, the faculty management has, as recommended by the Academic Council, decided to initiate a pilot scheme with a view to developing and establishing a Named Person scheme. The establishment of a Named Person scheme ensures impartial counselling for individual researchers who, under the scheme, will have access to a sparring partner who is not associated with the management. Generally, the person in charge of HR issues, i.e. the head of department or the head of research/knowledge resource group is responsible for providing counselling regarding good scientific practice and issues relating to research ethics - and for PhD students, their principal supervisor also has this function. We expect that with an impartial sparring partner, more ongoing dialogue on good scientific practice and issues relating to research ethics will be achieved, which is a prerequisite for expanding knowledge of the principles and guidelines in force, written as well as unwritten. The goal is for the faculty's two Named Persons to build competences and help disseminate knowledge about good scientific practice and research ethics throughout the faculty.

Named Persons have a counselling function and thus complement the AAU Practice Committee, which deals with cases of questionable research practice and handles coordination and dialogue with the Danish Committee on Scientific Dishonesty, which treats cases of scientific misconduct (fabrication, falsification or plagiarism); AAU Research Ethics Committee, which issues ethical approvals and opinions, and the Academic Council, which establishes guidelines to promote good scientific practice.

#### CONTENT

##### Appointment and organisation

1. The Academic Council appoints two Named Persons for a three-year term, on the recommendation of the Dean's Office and the faculty management. Once the first one-year pilot scheme has been evaluated, the appointed Named Persons can continue for a further two years without re-appointment.

2. In general, no substituted will be appointed – which is to ensure confidentiality regarding inquiries to the Named Person.
3. In the event that a researcher finds one of the two Named Persons to be disqualified, they are free to contact the other Named Person without further agreement with the management. Formally, it is the responsibility of the Named Person to declare themselves disqualified in the event of conflicts of interest (Public Administration Act sections 3-6).
4. The Named Person of a department will be compensated by the faculty. In the first year, the compensation is 22 hours, but the compensation will be reassessed when the pilot scheme is evaluated.

### **Qualification profile**

5. Named Persons are appointed from among the faculty's academic staff and must have a minimum of five years' seniority at associate professor level, be professors or emeriti. Moreover, it is assumed that Named Persons are familiar with the principles of good scientific practice, the applicable traditions of their fields of study and research ethics issues, and that they are widely experienced in international and external collaboration.
6. Named Persons operate independently of the university management, which means that heads of research group, heads of section, (vice-)heads of department and (vice-)deans cannot be appointed as Named Persons. Likewise, faculty members of AAU's Practice Committee who treat cases of questionable research practice and forward cases of suspected research misconduct cannot at the same time perform the function of Named Person.

### **Duties and responsibilities**

7. Named Persons have an advisory function and do not treat cases. The two Named Persons are available to anyone conducting research associated with the faculty, including collaboration partners and PhD students without employment at AAU. The individual Named Person is responsible for reaching out if subject-specific insight is required regarding a certain issue.
8. Named Persons do not provide counselling to students unless the students are involved in research activities during their studies and in this context need advice from an impartial body.
9. Named Persons can act as companions and support the researcher by clarifying guidelines and principles in force to internal or external parties.
10. With the appointment as a Named Person comes an obligation to keep informed of applicable international, national and local standards, guidelines, traditions and practices in the areas of good scientific practice, research ethics and freedom of research. This also implies an understanding of the specific conditions relating to the different disciplines, so as to be able to advise researchers who engage in interdisciplinary collaboration.
11. Since the Named Person must be able to provide advice on university bodies and responsibilities, the obligation to keep updated within an area also covers the organisation of this, including HR matters and management structure internally at AAU.
12. Named Persons are bound by confidentiality and must therefore not disclose information to the management or others, unless the person seeking their advice requests assistance in this regard.
13. In order to ensure competence building across the faculty and to support Named Persons and the faculty's representatives in AAU's Practice Committee and Research Ethics Committee,

sparring meetings are held twice every year. The two Named Persons take it in turns to call these meetings.

14. As part of the competence building, and to create visibility, the department's Named Person participates once a year in an Academic Council meeting, together with the representatives in AAU's Practice Committee and the Research Ethics Committee. This is to give them an opportunity to inform the committees about and discuss the status and selected focus areas within good scientific practice, research ethics and freedom of research.

## ORIGIN, BACKGROUND AND HISTORY

The above has been developed on the basis of the former guidelines regarding the scheme from the Faculty of Humanities. Initially, this will be a pilot scheme, which will be evaluated in mid-2024, but the pilot period may be extended if the faculty management finds that there is a need for this. The Academic Council considers the evaluation and prepares recommendations on whether the scheme should continue and under what framework to the faculty management, which makes a final decision on this.

## OVERALL FRAMEWORK

[Statutes for Aalborg University](#)

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

[The Danish Committee on Research Misconduct](#)

[AAU Practice Committee](#)

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

[Policy for handling research data](#)

[Rules on disciplinary measures against the students](#)

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

[New principles and recommendations on research-based collaboration and consultancy - Universities Denmark \(dkuni.dk\)](#)

[Guidelines for the promotion of good scientific practice at the Faculty of Humanities and Social Sciences.](#)

## CONTACT / RESPONSIBILITY

**Dean's secretariat at the Faculty of Social Sciences and Humanities**

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