



Named person scheme

The Faculty of Medicine (SUND) Guidelines

This document is intended for researchers affiliated with the Faculty of Medicine (SUND) at Aalborg University.

PURPOSE AND SCOPE

To promote responsible research practices at SUND, the faculty management has as recommended by the Head of the Doctoral School of Medicine, Biomedical Science and Technology and the Academic Council, decided to appoint a *named person*. A *named person* offers individual researchers with access to impartial sparring concerning publications outside of the management structure.

The responsibility for advising on good scientific practice 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 main and co-supervisor. The *named person* is expected to facilitate dialogue on good scientific practice which is essential to increasing awareness of applicable written and unwritten principles and guidelines. The aim is that the *named person* will help build competences and help disseminate knowledge about good scientific practices across the faculty.

The *named person* provides sparring independently to other formal bodies such as the AAU Practice Committee (PU AAU), which deals with cases of questionable research practices and coordinates with the Danish Committee on Research Misconduct (NVU), responsible for handling cases involving fabrication, falsification or plagiarism; The Danish National Committee on Health Research Ethics (NVK), which process applications for ethical approval for trials. The *named person* also collaborates with the AAU Research Ethics Committee, which handles supplemental ethical approvals and opinions, as well as the Academic Council, which establishes guidelines for promoting good scientific practices.

CONTENTS

Appointment and organisation

1. The Dean appoints a *named person* at the Faculty of Medicine for a 1-year trial period.
2. No alternates will be appointed. This is to maintain confidentiality in contact with the *named person*.
3. It is the responsibility of the *named person* to declare any conflict of interest (cf. sections 3-6 of the Danish Public Administration Act)
4. The faculty compensates the *named person*.
5. The department heads are responsible for promoting awareness of the scheme and may invite the *named person* to local information meetings

Qualification profile

6. The *named person* is selected from the faculty's academic staff and must have at least five years of experience at professor level including emeritus professor. Furthermore, the *named person* is expected to have knowledge of the principles of responsible research practices and of the traditions of the relevant disciplines, and broad experience with international and external scientific



collaboration.

7. The *named person* is independent of the university management. Therefore, research group heads, (vice) department heads and (vice) deans cannot be appointed as *named person*. 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

8. The *named person* has an advisory role and do not handle cases. The *named person* is available to any researcher affiliated to the faculty, including PhD students not employed by AAU.
9. The *named person* does not advise students unless they are involved in research activities during their studies or in relation to research year and need impartial guidance in that context.
10. The *named person* is obliged to stay informed about applicable international, national and local standards, guidelines and traditions of good scientific practice. This includes having an understanding of the various academic disciplines in order to be able give sparring to researchers involved in interdisciplinary collaborations.
11. 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.
12. The *named person* has a duty of confidentiality and may not disclose information about specific inquiries to management or others.
13. To ensure competence building across the faculty and support the *named person* and faculty representative on the AAU Practice Committee a collaborative meeting will be held each year.
14. As part of the competence-building process and to increase visibility, the *named person* attends an annual meeting with the Academic Council, along with representatives of the AAU Practice Committee to present updates and discuss selected focus areas related to good scientific practice.

BACKGROUND

Above description is prepared with inspiration from guidelines the named person scheme of the Faculty of Social Sciences and Humanities (SSH), Aalborg University as well as guidelines for a similar scheme at the Faculty of Health and Medical Sciences at the University of Copenhagen.

OVERORDNEDE RAMMER

[The Public Administration Act](#) (in Danish)

[Statutes for Aalborg University](#)

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

[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](#)

[Guidelines for promoting responsible research practice at the Faculty of Medicine](#) (in Danish)

CONTACTS

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