

Rules of procedure for the Committee on Responsible Research Practice (the Practice Committee) at the University of Copenhagen

In accordance with the decision taken at the Practice Committee's meeting on 4 February 2021, rules of procedure for the Committee on Responsible Responsible Practice (the Practice Committee) are hereby set out.

Appointment

Section 1. The Practice Committee (hereinafter referred to as the Committee) consists of a representative from each of the faculties HUM, LAW, SOC.SCI. and THEO as well as two representatives each from SUND and SCIENCE, respectively. A substitute is appointed for each representative.

(2) Professors, associate professors or senior scientists at the University of Copenhagen are eligible to be members and substitutes of the Committee.

(3) Members and substitutes are appointed for a term of three years. Members may be reappointed.

(4) Members and substitutes are appointed by the faculties' academic councils.

(5) In special cases, the Rector may approve the appointment of an emeritus professor, an emeritus associate professor or an emeritus senior scientist.

(6) The Committee elects a chair and deputy chair from among its members.

(7) The University's Central Administration provides secretarial services to the Committee.

(8) The Secretariat assists the chair and the Committee in their work, as agreed with the chair.

The Committee's activities

Section 2. The Committee carries out its activities independently of the University's management bodies.

Section 3. The Committee may seek expert assistance from individuals and institutions with special insight into a particular subject.

(2) For special issues, the Committee may appoint an expert committee comprising Committee members/substitutes, individuals outside the Committee or comprising both internal and external members; all members of such expert committee must represent particular expertise in a specific subject area. The Committee may decide to assign the chair of the Committee as secretary to the expert committee.

Meetings

Section 4. The Committee meets at least four times a year.

(2) Notice of meetings is sent by email and, as far as possible, with eight days' notice to the members, however, see (4) and (5) below. Notices of meetings must include an agenda as well as relevant documents and appendices.

(3) Each member may request that items lying within the Committee's remit be included on the agenda. Proposals for agenda items must be submitted to the chair no later than two weeks before the meeting. As far as possible, any documents referring to these items should be attached to the email sent to the chair.

(4) The chair must convene a meeting of the Committee whenever one-third of the members request a meeting specifying the agenda. In such cases the meeting must be held within 14 days of the chair receiving such request. If the request concerns a case with a time limit, the meeting must be held at a time that makes it possible to deal with the case within the time limit.

(5) When circumstances dictate, or if a case is particularly urgent, the chair may convene an extraordinary meeting.

Section 5. Decisions about dealing with individual cases of principle are taken at meetings, as are statements on such cases. The chair is entitled to take all necessary steps to inform and deal with the cases.

(2) Routine cases and final processing of individual cases that have already been discussed at a meeting may be dealt with in writing by agreement with the Committee. Subject to a specific assessment, the chair may also allow individual cases to be dealt with in writing if they concern urgent or factually less complicated matters.

(3) Cases that are dealt with in writing in accordance with (2) are sent out with an eight days' deadline for responses unless the circumstances dictate a shorter time. Within this deadline, members are entitled to request that the case be referred to the next meeting of the Committee.

Closed meetings and confidentiality

Section 6. Committee meetings are closed.

(2) All committee members have a duty of confidentiality with respect to cases of a personal nature and other cases that are subject to the rules on confidentiality in public administration.

Section 7. The Committee's meeting materials, including agendas and minutes of decisions, are sent to the Committee members by email.

(2) The approved minutes of Committee meetings are published on the relevant meeting forum as soon as possible after the meeting. A copy of the minutes is sent to the Rector for information.

(3) The chair of the Committee informs the Rector about pending and settled cases as the need may be, including new cases of principle.

(4) Minutes of decisions from committee meetings are made available on the Committee's website. Cases involving sensitive personal information are not included in the list of accessible minutes of decisions.

(5) The Committee publishes an annual report in which its statements and other activities during a calendar year are reiterated anonymously.

Quorum

Section 8. The Committee forms a quorum when at least half of its fixed number of members are present.

(2) The chair presides over the Committee's meetings. In the absence of the chair, the deputy chairs the meeting. The chair/deputy decides in all matters relating to the proceedings of the meetings. Unless otherwise specified by the chair at the meeting, cases are dealt with in the order in which they appear on the agenda.

(3) Committee decisions are carried by a simple majority. In the event of a tie, the chair, or in his/her absence, the deputy, has the casting vote.

Attendance, eligibility and substitutes

Section 9. Members who are unable to attend a meeting must notify the chair thereof before the meeting. The chair decides whether to ask a substitute to attend instead. Substitutes are normally only invited to the Committee in the event of members' long-term absence.

(2) In the minutes of decisions for each meeting it must be stated which members and elected observers were present, both for the whole meeting and for individual agenda items.

(3) Members can only vote at Committee meetings if they are personally present at such meetings. However, this does not apply to cases that are dealt with in writing in accordance with the rules in section 5.

(4) Members, substitutes and others who have a conflict of interest in respect of a particular case are not permitted to participate in any part of the process, including decision-making, see Part 2 of the Public Administration Act

(5) Members, substitutes and others who know that they have or are at risk of having a conflict of interest, must inform the chair, who then notifies the person in question and the Committee of their decision in this respect.

(6) If a member of the Committee ceases to be eligible for election, they must step down. The substitute for the member concerned then steps in for the rest of the three-year election period.

(7) If a member takes leave of absence during an election period, or if they are unable to participate in the work of the Committee due to illness or similar, the Committee decides whether the member must step down for the period concerned or for the rest of the election period.

(8) If a member steps down in accordance with the rules set out in (6) and (7), the appointing Academic Council appoints the substitute as a new member. If there is no substitute, the Academic Council appoints a new member in accordance with the rules in section 1.

Minutes of decisions and implementation of Committee decisions

Section 10. All Committee decisions must be recorded in minutes and, as far as possible, be distributed by email for approval no later than fourteen days after the meeting. Minutes may be approved by email. Any member disagreeing has the right to demand that their opinion be entered in the minutes.

(2) The chair executes the Committee's decisions.

The Committee's case handling

Section 11. For the Committee's case handling, the rules for handling cases of questionable research practice and research misconduct (part 4 and 5) apply.

Commencement and amendments

Section 12. These Rules of Procedure enter into force at the first meeting after the Committee has adopted the Rules.

(2) Every member is obliged to abide by the decision of the chair with regard to the understanding of the Rules of Procedure.

(3) The Rules of Procedure may be amended by the Committee by a simple majority.

Adopted by the Practice Committee at the University of Copenhagen on 12 May 2021.