

The Research Practice Committee at Copenhagen Business School

Article 1 The Tasks of the Research Practice Committee

- (1) The Research Practice Committee (the Committee) shall:
 - a) Decide cases concerning responsible conduct of research. The Committee's authority does not cover scientific dishonesty,
 - b) Contribute to clarifying the existing norms for responsible conduct of research, and
 - c) Initiate discussions on norms for responsible conduct of research.
- (2) The Committee shall submit an annual report on its activities. Summaries of individual cases must be anonymous.

Article 2 Constitution of the Committee

- (1) The Committee has three Members. An Alternate must be appointed for each Member. The Committee elects its Chairman, who must hold a law degree.
- (2) Academic Council appoints Members and Alternates, who must be full Professors at CBS, for a period of three years. Re-election is possible.
- (3) The Dean of Research provides administrative services to the Committee.

Article 3 Independence of the Committee

The Committee is independent and not subject to instructions by Senior Management.

Article 4 Meetings

- (1) The Committee exercises its tasks at meetings. The Committee must hold at least one annual meeting.
- (2) Meetings are closed, and the Members of the Committee have a duty of non-disclosure in individual cases and other cases subject to confidentiality.
- (3) The Committee shall establish and maintain a homepage with legislation and codes concerning responsible conduct of research and scientific dishonesty. The minutes of the meetings of the Committee shall be published on the homepage. Cases with personal information cannot be published.

Article 5 Decisions

- (1) The Committee has authority to take decisions when all Members are present.
- (2) Decisions shall be taken by vote. The Chairman's vote is decisive in case of parity of votes.
- (3) If necessary, the Committee may set up further rules regulating its activities.

Cases concerning Breach of Responsible Conduct of Research

Article 6 The Named Person

- (1) Academic Council appoints a member of faculty (the Named Person) and an Alternate for the Named Person for a period of three years. Re-election is possible. The Named Person and the Alternate must be full Professors at CBS with long research experience and high academic integrity.
- (2) A person considering instituting a case before the Committee may ask the Named Person for a preliminary assessment of the case.
- (3) The Named Person can advise on instituting a case, abandoning a case, or propose mediation to solve the disagreement, if the other party accepts mediation.
- (4) The Named Person appoints a Mediator, if the parties agree to mediation.

Article 7 Authority

- (1) The Committee only has authority to deal with cases concerning responsible conduct of research. If the case concerns scientific dishonesty the Committee must refer the Complainant to submit the case to the Committees concerning Scientific Dishonesty (UUVU).
- (2) The Committee does not have authority to decide on possible employment sanctions following a breach of responsible conduct of research.

Article 8 Complaints

- (1) The Committee can deal with complaints brought by a Complainant from CBS or an external complainant or requests from a person, who wants to be cleared of any rumours or accusations of breach of responsible conduct of research. The Dean of Research may also present special cases to the Committee, and the Committee may on its own initiative open such a case.
- (2) The Committee must dismiss a case if:
 - a) The complaint or the request is anonymous,
 - b) The complaint concerns matters more than five years old,
 - c) The request concerns rumours or accusations more than six months old, or if
 - d) The complaint or the request is manifestly unfounded

Article 9
Equal treatment

- (1) The Committee shall treat the parties with equality, and ensure that each party is given a reasonable opportunity of presenting the case. The Public Administration Act applies to the case.
- (2) The parties are entitled to be represented during the case.

Article 10
Independence and impartiality

- (1) The Members of the Committee, Alternates, Experts, the Named Person, the Alternate for the Named Person, and a Mediator shall be independent and impartial and are obliged to step down if there are justifiable doubts as to that person's independence or impartiality.
- (2) A party may challenge a Member or an Expert within 14 days after the party became aware of the identity of the Member or the appointment of the Expert. The Committee shall decide on the challenge. The person in question shall be replaced by an alternate if the challenge is successful.

Article 11
Procedure

- (1) The Complainant must submit a written and reasoned statement of misconduct with enclosures to the Committee.
- (2) The Committee sends the statement with enclosures to the Respondent, who must submit a written statement with enclosures to the Committee within four weeks after having received the Complainant's statement.
- (3) The Committee may allow the parties to submit further observations.
- (4) The Committee may request the parties to comment on issues, and it may require further evidence from the parties.
- (5) The Committee may appoint one or more Experts, who can assess the case and, if needed, propose further steps to have the case examined. Experts appointed are subject to a duty of non-disclosure.
- (6) The Expert's report shall be sent to the parties, who have 14 days to submit comments on it to the Committee.
- (7) The Committee may amend the time limits in paragraph 2 and 6.
- (8) The Committee decides the case when it is sufficiently examined. Its decision and dissenting opinions shall be reasoned.
- (9) The Committee's decision shall be sent to the Dean of Research, the Complainant and the Respondent.
- (10) The decision cannot be brought before any other administrative body.

January 2017