



Guidelines for the establishment, extension and closing of research centres and research groups at the Faculty of Law, University of Copenhagen

Laid down by the Dean on 30 January 2013 after consultation of the Faculty Collaboration Committee on 30 January 2013 and the Academic Council on 25 January 2013.

Revised with effect from 26 January 2022.

Part 1 - General terms and conditions

- 1 On the recommendation of the Associate Dean of Research, the Dean may create research centres (centres) for the purpose of:
 - strengthening the quality, relevance and visibility of research in areas in which the faculty wishes to have a special research focus;
 - supporting research environments that work collectively on research and research-based education;
 - developing the faculty's international research profile;
 - working to implement the faculty's strategy and action plans;
 - promoting the faculty's opportunities to have access to external research funding, internal research funding that is subject to competition, EU funds and sponsorships, etc.;
 - developing the faculty's research-based study programmes;
 - creating an attractive, inspiring and outstanding research and working environment for full-time employees, part-time employees, students and partners.
- 2 A research centre will be described as a "centre". The designation "centre" may only be used by research centres that are approved in accordance with these guidelines.
- 3 A committee will be appointed by the Associate Dean of Research to advise the latter on the submission of recommendations to the Dean for the creation, extension or closing of a centre, or whether an application must be sent back to the applicants with a request to make changes and submit a new application.

Part 2 — Creation, extension and closing

- 4 A centre is created or extended on the basis of an application from a research environment.
 - (2) The application must include a description of the centre's research area, the requirements and the basis for the establishment of a centre, cf. Section 6, and a description of how the centre expects to participate in the implementation of the faculty's strategy and action plans, cf. Section 1, and also a list of members and affiliated employees, cf. Part 3, and designation of a head of the research centre, cf. Part 4.

- (3) An application must be endorsed by all of the employees wishing to be members of the centre, and by the nominated head of the research centre. The application may include the nomination of several candidates for the post as head of the research centre.
- (4) The Associate Dean of Research may set one or more deadlines for applications for the creation or extension of centres, or allow applications to be submitted on an ongoing basis.
- 5** A centre is created for a fixed-term period of maximum 5 years.
- (2) A centre may be created / extended on a conditional basis for a shorter period than five years. In such cases, the Dean's decision concerning conditional creation/extension for a shorter period than five years will lay down guidelines for how the research centre can achieve the full extension within a specific time frame.
- (3) A centre may after the usual application procedure, cf. Section 4, be extended one or more times. An extension is for a fixed-term period of maximum 5 years.
- 6** When deciding on the creation or extension of a centre, special emphasis is placed on whether it can be expected that the centre:
- publishes research at a high international level within specifically defined joint research projects (the faculty has an ambition that the research centres established at the faculty should be among the leaders in Europe within their areas - this must be continuously reflected in the quality of the centre's research publications);
 - works continuously to attract external research funding, which supports the centres' joint research projects and thereby raises the quality and scope of the centre's research in accordance with the faculty's strategy;
 - contributes to the faculty's study programmes by involving the centre's research in teaching activities and making students aware of the research, the researchers and the research environment (the faculty wishes that the centres contribute to the development of the faculty's degree programmes for the benefit of students and employers);
 - produces research of a high societal value (the faculty wishes the centres' research to be visible in the surrounding society and have a positive impact on societal development).
 - is of a size and has a level of activity which renders it probable that the above criteria can be met in such a way that the centre and its joint research projects will have real visibility and impact - both nationally and internationally (the faculty wants to be a highly esteemed research institution both widely in Danish society and in the international knowledge society).
- (2) By the decision in (1), particular emphasis is placed on whether the tasks in question are fulfilled by the centre in a coordinated cooperation. As a general rule, centres can only be set up if at least 5 researchers at the level of professor, associate professor or assistant professor jointly wish to promote one or more collective research projects within the framework and in accordance with the conditions set out in (1).
- 7** An application for the closing of a centre should be sent to the Associate Dean of Research. The application must describe why the centre should be closed, and how the head and members of the centre view the proposal to close it.

- (2) A centre that does not fulfil the objectives in Sections 1 and 6, and which is unable to adhere to its research plan, or which does not inform the Associate Dean of Research about its activities, cf. Section 8(1), may be closed by the Dean, on the recommendation of the Associate Dean of Research.
- 8** Permission to operate a centre is dependent on the head of centre entering into an annual centre agreement with the senior management for the coming year at the end of the year. Meetings are held in connection with the centre agreements, where the centre's activities in the previous year are discussed. This discussion uses the BI data for the centre as a starting point. The BI data for the centre is sent to the senior management and the heads of centres prior to the meetings. The head of centre presents the centre's objectives (cf. section 6) for the coming year on the same occasion. On the basis of these meetings the centre produces a centre agreement that is approved by the senior management.
- (2) The Associate Dean of Research may grant exemptions to the deadline and lay down detailed guidelines for the centre agreements.
- (3) The Associate Dean of Research and the Associate Dean of Education meet annually with the heads of centres about the centre agreements.

Part 3 — Affiliation of employees

- 9** A researcher can be a member of one centre, cf. section 10, and/or may be associated with one or more centre, cf. section 11.
- (2) A motivated application for membership, or an application for termination thereof, must be sent to the Associate Dean of Research, via the head of the centre. The Associate Dean of Research will grant or refuse the application.
- (3) A motivated application for affiliation and an application for termination thereof must be sent to the head of the centre. The centre head will grant or refuse the application.
- (4) Membership of or affiliation to a centre will not affect any of the rights held by a researcher as a consequence of his or her employment, cf. Sections 10 and 11.
- 10** A researcher who is a member of a centre is expected to make a research effort that contributes to fulfilling the centre's research plan and the general objectives for the centre's overall activities, cf. Section 1.
- (2) With due respect for the individual researcher's academic freedom, as part of the researcher's annual performance and development review the head of the centre and the employee will discuss the expectations of the nature and extent of the employee's obligations pursuant to (1).
- 11** A researcher who is affiliated to a centre must to a reasonable extent participate actively in the centre's general activities, including seminars and meetings.
- 12** By application to the head of research, one or several external employees or partners, etc. may be affiliated to the centre, to a specified extent.

Part 4 — Head of research centre

- 13** An application for appointment as the head of the centre must be sent to the Associate Dean of Research. As a rule, appointment will take place on the creation or extension of a centre. The Dean will invite the candidate(s) nominated in the application for the post of head of the centre to an interview with the senior management, after which the Dean will decide on the appointment.
- (2) If no candidate for the post of head of the centre is appointed by the Dean after the Interviews and within the deadline set by the Dean, the applicants for the creation/extension of a centre may nominate further candidates for the post of head of centre.
- (3) The Dean may release a head of centre from the office, on the basis of his or her application and a statement by the Associate Dean of Research, or when other special grounds apply.
- 14** A head of centre must be a permanently employed associate professor or professor at the Faculty of Law, have a sound academic reputation, good management and cooperation skills, and a wide academic network.
- (2) In special circumstances, the Dean may waive the requirement for the head of a centre to be a permanently employed associate professor or professor.
- 15** The head of centre is responsible for the centre's operation and the development of the centre's activities, cf. Section 1, including:
- coordination, quality assurance, and as ensuring relevance of the research and other activities at the centre
 - planning of the centre's joint research projects, academic goals and initiatives, with due respect for the individual researcher's academic freedom
 - raising the profile and visibility of the centre externally
 - promoting the centre's cooperation with practitioners, researchers and employers from Denmark and abroad
 - submitting applications for internal and external grants, etc. for the centre
 - recruitment and career development, including by working to achieve a research environment that supports researchers in recruitment positions and promotes their academic development and progression
 - holding employee performance and development reviews with the centre's members.
- 16** Personnel responsibility for the researchers who are members of or affiliated to a centre is held by the Associate Dean of Research. As delegated by the Associate Dean of Research, the head of centre will hold performance and development reviews with the centre's members.
- (2) The Dean may decide that the personnel responsibility for the researchers who are members of the centre should, as recommended by the Associate Dean of Research, be delegated to the head of centre. The head of centre may submit an application to this effect to the Associate Dean of Research.
- (3) Personnel responsibility for the administrative employees who perform tasks for a centre or its members will be held by a manager appointed by the Dean.

Part 5 — Advisory centre committee

- 17** The Associate Dean of Research, on the recommendation of the head of the individual centre, will appoint an external advisory centre committee for the centre.
- (2) The external advisory centre committee will be tasked with advising the head of centre on the centre's activities and internal and external cooperation.

Part 6 – Research groups

- 18** Research groups may be established by employees who are affiliated to the same research centre, to different research centres, or who are not affiliated to any centre.
- 19** Research groups are created for two years at a time and must at all times have at least three employed researchers (at assistant professor, associate professor or professor level) affiliated.
- 20** A research group will be created or extended on the basis of an application from a group of researchers, cf. Section 19.
- (2) The application must include:
- an explanation of the purpose of establishing the research group;
 - a definition of the group's research area;
 - a research plan describing how the proposed group will undertake research within the group's research area;
 - the name of a research group coordinator, who is employed at the faculty at minimum assistant professor/postdoc level, to represent the group, with responsibility for ensuring communication of the group's activities on the faculty website and for cooperating with the faculty's course directors, etc. on the research basis of the faculty's educational programmes
 - a statement of the research group's contribution to the research base of courses on the faculty's educational programmes.
- (3) The application must include a list of the employees who wish to be affiliated to the research group. An application must be endorsed by all of the employees wishing to be members of the group. After the research group has been established, the research group coordinator will consider the inclusion and withdrawal of members, as changes in the group's membership should be notified to the Associate Dean of Research.
- (4) An application for the creation or extension of research groups may be submitted to the Associate Dean of Research at any time. The Associate Dean of Research will consider the application after consulting the Associate Dean of Education.
- (5) The Associate Dean of Research will appoint a research group coordinator and can cancel this appointment after consultation with the research group coordinator.
- (6) The Associate Dean of Research may close a research group on the basis of an application or without any application after consultation of the research group coordinator.

21 Research groups may be extended one or more times.

(2) A recommendation for the extension of a research group must include an assessment of whether:

- during the period that has elapsed the group has achieved research results to an appropriate extent at a high academic level;
- these results have been achieved and communicated as part of a joint research effort within the group;
- the group has had other joint research activities (such as conferences, knowledge dissemination, or other initiatives);
- the research group, if it is extended, can be expected to achieve results beyond what can be achieved through the individual members' own individual efforts;
- the research group has contributed to the faculty's research-based study programmes to the expected extent.

Jacob Graff Nielsen
Dean