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Form for reporting suspicion of research misconduct or questionable research practices to the Practice Committee at the University of Copenhagen.

**Complainant:**

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| Full name: |
| Address: |
| Postal code: | City: |
| Telephone: | Civil registration number/central business register: |
| Email: |

**Respondent:**

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| --- |
| Full name: |
| Address: |
| Postal code: | City: |
| Telephone: | Civil registration number: |
| Email: |

**Case:**

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| **Complainant’s claim(s):**Please specify which specific acts, omissions etc. are claimed to be research misconduct or questionable research practices. |
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| **The subject of the complaint:**Please specify whether the complaint concerns a particular product (e.g. a text or a figure). If so, the product must be attached as an appendix to this complaint.If the complaint concerns communication, a course of events, etc., please attach evidence of the most essential parts hereof, e.g. in the form of emails, protocols, records, minutes, etc. |
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| **Presentation of the case:**With reference to the evidence submitted, please describe the main events in the case necessary to understand the complaint. |

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| **Complainant’s argument(s):**In as much detail as possible, please state the arguments and evidence that support the claim. For instance, claims of plagiarism must be accompanied by a precise reference to the relevant pages/sections/lines. |
|  |

**Appendices:**

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| In general, please document all information by appendices.Appendices must be attached to the complaint according to date and must be numbered consecutively as "Appendix 1", "Appendix 2" etc. |
| **Appendix no.:** | **Appendix title:** |
| Appendix 1 |  |
| Appendix 2 |  |
| Appendix 3 |  |
| Appendix 4 |  |
| Appendix 5 |  |
| Appendix 6 |  |
| Appendix 7 |  |
| Appendix 8 |  |
| Appendix 9 |  |
| Appendix 10 |  |
| Appendix 11 |  |
| Appendix 12 |  |
| Appendix 13 |  |
| Appendix 14 |  |
| Appendix 15 |  |
| Appendix 16 |  |
| Appendix 17 |  |
| Appendix 18 |  |
| Appendix 19 |  |
| Appendix 20 |  |

**Complainant’s signature:**

Signature:

Place and date:

**Specifically on plagiarism:**

If the complaint concerns suspicions of plagiarism in particular, the scientific product must be attached, i.e. the text (e.g. a published article) claimed to contain plagiarized content.

In this text, highlight sections claimed to be plagiarized. Every highlight must be include a note indicating what source has been plagiarized. Both highlights and notes can be made using standard features of Acrobat Reader. Other tools can also be used, e.g. PDF Annotator, Bluefire Reader and GoodReader.

Likewise, you must attach the plagiarized text and highlight the places where the plagiarized text can be found in the scientific product.

Attach all texts relevant to the complaint in their entirety as PDF files and if possible with OCR functionality (optical character recognition).

If the complaint involves more than one case of plagiarism, it should contain precise information on each case.

**Specifically on co-authoring and other credit:**

If the complaint of questionable research practices concerns lack of credit in a product (e.g. in an article) the product must be attached, i.e. the text (e.g. a published article) claimed lack credit.

If the complaint concerns refused co-authorship, please attach evidence that you have contributed substantially to the research that the product is based on.

If the complaint concerns a claim that you have not been appropriately acknowledged, e.g. under acknowledgement(s), please attach evidence that you have performed important work or made an intellectual contribution that has influenced the research. Please refer to section 4(1) in The Danish Code of Conduct for Research Integrity.

To present the evidence necessary to prove lack of credit you may have to present emails showing the research project’s development and any potential contracts agreed upon by between you and other researchers.

**Submission of complaint:**

Fill in the form and with appendices attached, submit it to the Practice Committee’s secretariat in e.g. one of the following ways:

* By e-boks (Danish government secure electronic mail) to: University of Copenhagen, CVR No.: 29 97 98

12, attn.: The Practice Committee's secretariat

* By secure email to: praksisudvalget@adm.ku.dk attn.: The Practice Committee’s secretariat
* By regular mail to: Rector’s Office, Nørregade 10, PO BOX 2177, 1077 København K, attn.: The Practice Committee’s secretariat

**Additional information about the Practice Committee:**

See information about the Practice Committee, responsible research practices at the University of Copenhagen and case administration in the Practice Committee on the website at [www.praksisudvalget.ku.dk/english.](http://www.praksisudvalget.ku.dk/english)

**The Practice Committee’s handling of personal data:**

The University of Copenhagen is the data controller of the personal data, which the Practice Committee receives and obtains in connection with cases, which the Practice Committee manages and processes under act no. 383 of 26 April 2017 on research misconduct etc1.

The personal data are processed by the Practice Committee according to the rules of the data protection regulation article 6(1) (c) and (e).

The Practice Committee at the University of Copenhagen will obtain the information necessary for proceeding the case. This will usually be information on civil registration number, name, address, employment, publications, research, education and email address.

This means that the Practice Committee at the University of Copenhagen can register, process and exchange information with the Danish Committee on Research Misconduct and with the parties of the case in order to consider the case under the legislation. This also means that the parties to cases before the Practice Committee generally are entitled to obtain access to the Practice Committee’s information processed about the party itself and have the right to make objection against that personal information is processed. Contact information of the Practice Committee’s secretariat is stated above.

You can read more about the Practice Committee's handling of personal data in the University of Copenhagen's general policy on information security.

The University of Copenhagen has a Data Protection Officer, whom the parties of the cases before the Practice Committee can contact if there are questions regarding the processing of personal data. You can contact the Data Protection Officer on dpo@adm.ku.dk

Complaints about the Practice Committee's processing of personal data please contact the Data Protection Agency on dt@datatilsynet.dk

1 English translation of the Executive Order on the Danish Committees on Scientific Dishonesty (only the Danish document has legal validity)