



## **Hanken's guidelines concerning conflicts of interest**

### **Approved by the Rector 20.12.2022**

- 1) According to Section 30 (1) of the Finnish Universities Act [*universitetslagen*], all the conflict-of-interest provisions of the Finnish Administrative Code [*förvaltningslagen*] (Sections 27-30 of the Administrative Code) apply to all actions at Hanken.
- 2) Staff members must personally decide whether they are involved in a conflict of interest in any given case. However, conflicts of interests by members and chairs of collegiate bodies are to be decided by the body concerned (Section 29 (2) ff of the Administrative Code).
- 3) General grounds for conflicts of interest and the definition of who is considered close family are set forth in Section 28 of the Administrative Code. In particular, close family is defined as:
  - spouse/life partner and children, grandchildren, siblings, parents, grandparents or anyone who in another way is particularly close to the person concerned (e.g. fiancé(e) or close friend) and also those individuals' spouses
  - the parents' siblings or their spouses, nieces and nephews or former spouse/life partner
  - spouse's children, grandchildren, siblings, parents, or grandparents and those individuals' spouses and their nieces and nephews
  - the equivalent half-relatives.

If a person is personally involved in a case, or if the case involves close family, the person concerned may neither participate or be present during the preparation, discussion, processing, or decision of the case.

However, in addition to the specific reasons stated in the Act, a conflict of interest may also be present if confidence in the person's impartiality is compromised by other means. In academic collaboration, impartiality is compromised if a person

- has co-published any publications with an applicant in the *past five years, or is currently collaborating on research with an applicant,*
- has served as the supervisor of an applicant's doctoral dissertation,
- has co-authored a publication that is considered a key publication in a recruitment process, regardless of when the collaboration took place.

Also other situations of collaboration may constitute a conflict of interest.

Rector, Heads of Department, Directors of Institutes, and other senior executives will, however, not be considered as having a conflict of interest merely because a member of staff at the university, the department, or the institute is applying for a position. Holding a senior position does not automatically disqualify that person.

In recruitment or short-listing processes where a member has reported a conflict of interest/been disqualified in relation to individual applicants due to academic collaboration, the member's participation in the decision-making process shall be limited only to the extent necessary to ensure an impartial and transparent process. This does not necessarily mean that members must be

excluded from the entire process.

- 4) Since Hanken's Electoral Board not only organises but also monitors and decrees the election of the University Council and the Board, members of the Electoral Board are not allowed to be a candidate for these collegial bodies.