

Declaration of impartiality

Name (use capital letters).....

Appointment matter.....

Advancement matter.....

PhD.....

The undersigned confirms that (check off):

- I have read the "Regulations on Impartiality and Confidence"
- I cannot see that there are circumstances in this matter that would make me disqualified
- I request the following circumstances to be assessed for potential disqualification

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If necessary, use a separate sheet

Place og date

Signature

Instructions for completion of the declaration of impartiality

This form shall be completed by anyone who has been appointed as a committee member by the Faculty of Humanities at the University of Bergen in connection with appointment or advancement matters.

Anyone who is to perform work as a committee member shall always assess his/her own impartiality.

- If you find that you are disqualified in relation to one or more of the parties to a matter upon such an assessment, you must notify the institute of this as soon as possible.
- If you are unsure of your own impartiality, you must list the circumstances you are unsure of and request that your impartiality be assessed by the institute.
- If it is concluded that there is no disqualification, but that there are still associations that should be disclosed, or should be assessed by the institute, then this should be entered on the form or on a separate sheet.

About the assessment of impartiality

Committee members are subject to the provisions relating to impartiality in Chapter II of the Public Administration Act. In addition, the faculty has adopted its own regulations on impartiality and confidence, which have been enclosed with this form. These regulations are somewhat stricter than the provisions of the Act on some points.

Disqualification may be automatic because of a special association to a party to a matter, through, for example, a family relationship or being an academic advisor within the past three years. These circumstances have been included in the provisions for automatic disqualification in section 1.

Disqualification may also be based on a discretionary assessment. For such a discretionary assessment, it will be key to decide *whether there are any special circumstances which are apt to impair confidence in his or her impartiality*. Such an assessment will often be much more difficult than an assessment of automatic disqualification. It is therefore important to disclose the circumstances that have been assessed if you have concluded yourself that you are impartial in relation to an appointment or advancement matter.

For discretionary assessment of impartiality (disqualification), reference is made to the provisions on impartiality and confidence in the introduction. Disqualification may occur as a result of:

- Close personal or professional association with one or more of the applicants. This may be a close personal friendship or close professional collaboration, such as project cooperation or co-authorship.
- Possibility that the appointment of a specific applicant, regardless of the applicant's qualifications, would result in a personal or professional gain for a person or someone close to that person.
- Other circumstances that there may be reason to assume are apt to impair confidence in a decision if an individual takes part in the decision.