

**The Leibniz Association Senate Evaluation Procedure – Basic Principles**  
**(passed on 6 January 2012, as amended on 27 November 2018)**

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**Attachment 1: Criteria to determine a potential conflict of interest on the part of review board members**

The chairs of a review board, the Leibniz institution which is to be evaluated, and the expert board members, or persons who have been requested to act as experts for the review board are asked to observe the following criteria which might constitute a potential conflict of interest (for details, see also 'principles underlying the evaluation procedure of the Leibniz Association Senate', chapter 'First Stage', paragraphs 2.1 and 2.2).

A person will be excluded from participation in a review board if one of the following criteria applies:

- relative related up to the third degree, or married to or living with an employee of the institution in question
- employment by the institution or membership of its committees (within the last seven years prior to the evaluation visit)
- application for a position at the institution (within the last seven years prior to the evaluation visit)
- academic mentoring provided for senior employees or received from employees of the institution (within the last seven years prior to the evaluation visit)
- employment at another Leibniz institution, or at an institution which has applied to receive joint funding from Federal and *Länder* Governments as a Leibniz institution

At the discretion of the chairs of the review board, a person may be excluded from participation in a review board if one of the following criteria applies, in particular:

- close personal ties or conflicts
- close academic or commercial collaboration
- direct academic or commercial competition
- participation in the selection of senior staff at the institution
- evaluation of scientific project(s) by the person in question by employees of the institution