

EUROPEAN ASSOCIATION FOR HIGHER EDUCATION ADVANCEMENT

Document 2.2:

CODE OF ETHICS

1. The purpose of this document is to determine the ethical rules regarding the work of the members of the European Association for Higher Education Advancement (EAHEA), including the institutions that hold an EAHEA accreditation, certification or membership and act through their authorized persons, commission members, board employees, and those assigned to the processes related to all works and transactions carried out by EAHEA.

2. Those who are assigned to the processes related to all works and transactions carried out by EAHEA should exhibit ethical behavior in line with the rules set out in this document, together with the general ethical rules, and should work with the highest standards of professionalism, honesty, and integrity. European Association for Higher Education Advancement (EAHEA) activities require impartiality, fairness, and equality.

3. The Confidentiality and Ethical Rules Declaration (Document 9) must be signed by those who are assigned to the processes related to all business and transactions carried out by EAHEA, and by the authorized person of every institution that applies for or holds an EAHEA service.

4. The ethical rules to be followed by those assigned in the processes related to all works and transactions carried out by EAHEA are as follows:

a) Acts honorably, responsibly, ethically, and in accordance with the provisions of the legislation in order to increase the usefulness and prestige of EAHEA activities.
b) Agrees to treat everyone equally and impartially, regardless of race, language, religion, gender, disability, age, marital status, and political opinion.
c) Recognizes its responsibility to support its colleagues and those working with them in their professional development and compliance with this Code of Ethics.
d) Does not misrepresent or allow to be misunderstood the academic or professional competences of himself/herself or the people he/she works with.
e) In case of encountering unethical or illegal behavior of others, he/she submits relevant concrete observations and information to the competent authorities.
f) Accepts the confidentiality of all documents and information related to his/her duties and does not use these documents and information outside his/her duties under any circumstances.
g) Does not individually keep audio-visual and visual records of the meetings, interviews, and studies carried out, and does not share corporate records with third parties.
h) It is aware of its responsibility of impartiality and informing the public correctly in its reports, statements, and explanations. All published reports, statements, and explanations contain only relevant information.
i) Does not directly or indirectly request or accept any gifts from the employees of the institutions and organizations with which it cooperates.
j) Agrees to act as a trustworthy person acting on behalf of the European Association for Higher Education Advancement, to avoid all conflicts of interest and to inform all parties that may be affected in cases where there is a conflict/conflict of interest.

5. Those who are assigned to the processes related to all works and procedures carried out by EAHEA shall not participate in the parts of the relevant meetings where matters in which they have a conflict of interest are discussed or decisions are taken. The names of those who declare themselves unauthorized due to a conflict of interest in a meeting are recorded in the records. Conflict of interest/conflict of interest between the party Institution in the valuation/accreditation/authorisation/recognition/decision making process and those appointed by EAHEA occurs in the following cases:

a) Is currently working as a faculty member, administrative staff, or consultant at the contracting institution or has worked as such in the last 5 years,
b) Is in negotiations for a position in the contracting organization,
c) Is/was a student of the contracting organization,
d) Has received an honorary degree from the contracting organization,
e) Spouses or 1st degree relatives are students or employees of the contracting institution,
f) Have an official non-paid connection with the institution (e.g., membership of the board of trustees or advisory board of the institution, etc.).
g) Having or applying for a commercial relationship (purchase and sale of goods or services) with the institution within the last 5 years.

6. In order for presentations, seminars, meetings, and representations to be made "on behalf of the European Association for Higher Education Advancement" on issues within the fields of duty and responsibility of EAHEA and for the use of corporate logo and identity documents, the approval of the EAHEA Secretariat must be obtained.

7. The compliance with these ethical rules is evaluated by the European Association for Higher Education Advancement Ethics Commission, which is established and governed by the Commissions Charter (Document 2.3). The Ethics Commission may take action upon a complaint that the ethical rules have been violated or may take action ex officio. The duties of those who are found to have failed to comply with these rules by the Ethics Commission and who are assigned to the processes related to all works and procedures carried out by EAHEA may be terminated by the EAHEA Secretariat. For a member of a commission or of the Management Board, the measure is decided as set out in the Commissions Charter.