

# TURKISH HIGHER EDUCATION QUALITY COUNCIL CODE OF ETHICS

## Version 3.0

[1] The purpose of this document is to determine the ethical rules regarding the work of the members of the Turkish Higher Education Quality Council [THEQC], members of the THEQC commissions, the Council members, and those assigned to take part in the processes related to any activity carried out by THEQC.

[2] Those who are assigned to take part in any process of THEQC's activities are expected to exercise and maintain the highest standards of professionalism, honesty and integrity and fully comply with the ethical rules stated in this document, in addition to the basic ethical principles. The activities of THEQC require strict impartiality, objectivity, and equal treatment.

[3] **Statement of Confidentiality and Code of Ethics** on the last page must be signed by those assigned to take part in the processes related to any activity carried out by THEQC.

[4] The ethical rules to be followed by those who are assigned to take part in the processes related to any activity carried out by THEQC are as follows:

- a) To act honourably, responsibly, ethically and following the provisions of the legislation to increase the usefulness and prestige of THEQC activities.
- b) To acknowledge to treat everyone equally and impartially, regardless of their characteristics, such as race, language, religion, gender, disability, age, marital status, and political opinion.
- c) To be aware of the responsibility of helping colleagues and co-workers with their professional development and their compliance with the code of ethics.
- ç) Not to misrepresent or distort their academic or professional competencies or that of those with whom they work.

- d) To submit concrete observations and information to the competent authorities if they encounter unethical or illegal behaviour of others.
- e) To recognise the confidentiality of all documents and information disclosed to them for their duties and not to use such documents and information outside the scope of their duties under any circumstances.
- f) Not to individually keep audiovisual and visual records of meetings, interviews and activities, and not to share institutional records with third parties.
- g) To be aware of their responsibility for impartiality in the reports, disclosures and statements and the responsibility to inform the public accurately. Their reports, disclosures, and statements only include information related to the matter.
- ğ) Not to directly or indirectly request or accept any gifts from the staff of the institutions and organisations with which THEQC collaborates.
- h) To act as a reliable representative of THEQC, avoid any conflict/coincidence of interest and notify all parties that might be affected if there is a conflict/coincidence of interest.

[5] Those assigned to take part in the processes related to any activity carried out by THEQC do not attend the sessions of meetings in which decisions are taken or deliberated on matters they have any conflict/coincidence of interest. The names of those who declare that they are unauthorised to attend due to a conflict/coincidence of interest in a meeting are recorded. Conflict/coincidence of interest between the institution for which there is an ongoing process of evaluation/accreditation/authorisation/recognition/decision-making and those assigned to such process by THEQC occurs in the following cases:

- i) Currently working or having worked in the last five years for the institution as an academic or administrative staff or adviser,
- ii) Engaging in interviews to be employed by the institution,

- iii) Being a former or active student of the institution,
- iv) Having received an honorary degree from the institution,
- v) Having a spouse or a relative within the first degree of affinity who is a student or staff of the institution,
- vi) Having non-financial official ties with the institution (e.g., board of trustees or advisory board membership and so on),
- vii) Being or having applied to engage in a commercial relationship (purchase and sale of goods or services) with the institution within the last five years.

[6] The approval of THEQC must be obtained for making presentations, giving seminars, attending/holding meetings "on behalf of the Turkish Higher Education Quality Council", representing THEQC on issues within the scope of THEQC's duties and responsibilities, and using the institutional logo and identity documents.

[7] The compliance with these matters in this code of ethics is evaluated by the Turkish Higher Education Quality Council's Ethics Commission on Scientific Research and Evaluation Processes. The Ethics Commission on Scientific Research and Evaluation Processes may take action on complaints of the code of ethics violations or act ex officio. Those assigned to take part in the processes related to any activity carried out by THEQC and found by the Ethics Commission on Scientific Research and Evaluation Processes not to comply with these rules may be discharged from the duty by THEQC.

### **Statement of Confidentiality and Code of Ethics**

I hereby declare that I have read and understood the ethical rules stated in this THEQC Code of Ethics document and I agree to all of its provisions.

Date:

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Signature:

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