

Approved

by the General Meeting of the Founders
of NCPA
Minutes No 7 of 15 November 2015

CODE OF ETHICS

For members of the National Accreditation Board

1. The Code of Ethics for members of the National Accreditation Board of the autonomous non-commercial organization the “National Centre for Public Accreditation” (here and after the Board) is a set of norms binding on all members of the National Accreditation Board.

2. A member of the Board is obligated to observe the following principles of ethics:

- integrity;
- objectivity;
- professional competence;
- independence
- confidentiality;
- professional conduct.

3. Representatives of Russian and foreign educational institutions, public and professional bodies, unions, foundations, associations (including international ones), whose activities and interests are connected with education and/or research, may be elected to the Board.

4. The Board members must follow the Constitution of the Russian Federation, Federal Law «On Education in the Russian Federation», other Federal Laws, current Regulations on the National Accreditation Board, NCPA’s standards, present Code, and accepted moral standards.

5. The Board members take the responsibility of objective reviewing and decision making on the results of quality assurance procedures and accreditation of study programmes.

6. The Board member should build relationship with other Board members and NCPA’s employees on the basis of mutual respect. They should avoid using any expressions and statements that might express disrespect towards honor and dignity of other Board members.

7. The Board members are independent in the performance of their duties. Nobody can influence the Board member when he/she makes a decision.

8. The Board members can not develop personal interest that can lead to the conflict of interest.

9. The Board member must inform about his/her personal interest that can affect on proper performance of their duties.

10. Resolving conflict of interest.

Before the meeting of the National Accreditation Board the Board members shall inform NCPA about any circumstances which could prevent them from fulfilling their duties.

The following circumstances can prevent the participation of a Board member in decision making on public accreditation of study programmes: association and cooperation with the organization whose programmes are undergoing public accreditation, namely: work on a labour or a civil law contract in this organization; employment in the organization; providing consulting services on accreditation issues to this organization; education in this organization; financial interests.

When making an accreditation decision on the results of the education quality assurance procedures and accreditation of study programmes the Board members should voluntarily suspend themselves from participating in the meetings and making decisions which might cause a possible conflict of interest. They should inform about any conflict of personal interest with interests of public accreditation of a study programme (cluster of programmes) bearing on the objectivity of quality assurance procedures.

The Board members shall not take any money or other rewards from the institution under review or other organizations which can affect the decision making.

In case if performing the duties of a Board member can cause a conflict of interest affecting the integrity of decision making, the Board member should make it known before the beginning of the meeting and should not take part in the vote. The statements of the Board members are recorded in the minutes.

11. Confidentiality

Confidentiality is one of the key principles of the Board's work. The information and documentation submitted to the Board is confidential and should be used only in the process of public accreditation of a study programme (cluster of programmes).

The Board members assume obligations of providing no access to the submitted information. The information can't be made public without permission of the institution under review and NCPA.

The working documents of a Board member are considered NCPA internal documentation and shall be kept confidential. The contents of the documents are NCPA's intellectual property.

12. The present Code of Ethics becomes effective starting from the date of its approval by the General meeting of NCPA's founders.