

THE CODE OF ETHICS OF THE POLISH ACCREDITATION COMMITTEE

§ 1. The Code of Ethics of the Polish Accreditation Committee, hereinafter referred to as the "PKA Code of Ethics", shall lay down the principles of ethical conduct for PKA members and experts.

§ 2. PKA members and experts shall take a written oath worded as follows:

"I pledge to carry out the responsibilities of a member (expert) of the Polish Accreditation Committee, be guided in my conduct by the principles of dignity, honour and honesty, maintain the good reputation of the Polish Accreditation Committee and respect the principles of the PKA Code of Ethics and those of professional ethics."

§ 3. 1. PKA members (experts) shall be obliged to show concern for the high standard and quality of higher education in the Republic of Poland.

2. In performing their duties, PKA members (experts) shall respect the principles of:

- 1) Law-abidingness and diligence,
- 2) Impartiality and autonomy,
- 3) Openness to dialogue and discretion,
- 4) Transparency and responsibility.

3. PKA members (experts) perform their duties in a diligent, conscientious and timely manner, in particular they shall:

- 1) prepare carefully for each action by analysing documents and other indispensable material,
- 2) Study the regulations in force, on the basis of which they undertake their actions, and update this knowledge,
- 3) examine documents and other material to the best of their professional and specialist knowledge,
- 4) diligently prepare opinions on applications, site visit reports and draft resolutions, with particular care given to the highest substantive quality and linguistic correctness of these documents.

§ 5.1 PKA members (experts) perform their duties in an impartial way, giving equal treatment to all individuals and entities under evaluation, not giving in to pressure and not displaying their personal attitude to individuals and entities.

2. PKA members (experts) may not undertake work or activities likely to be in conflict with their duties at PKA or compromising impartiality in their activities.

3. PKA members (experts) may not undertake activities giving rise to doubts as to their impartiality, in particular in relation to:

- 1) The higher education institution where they are or were employed, with which they are bound by obligations under civil law agreements, or other relationships likely to affect their duties, unless a period of at least 10 years has elapsed,
- 2) The higher education institution where a member of the immediate family or other close friends or relatives of PKA members (experts) are or were employed, unless a period of at least 5 years has elapsed,

- 3) A higher education institution whose seat, branch campus, organisational unit in other location than the seat or teaching centre in other location is situated in the city which is the place of operation of the higher education institution employing the PKA members (experts) or persons described in point 2.
- 4) PKA members (experts) may not accept payment or other financial gains in connection with performing their functions from any higher education institution being visited. Using means of transport rendered available by higher education institutions to travel between their organisational units and the hotel shall not be regarded as a financial gain.
- 5) PKA members (experts) should not act as advisors or experts on issues relating to PKA tasks without prior consent of PKA's competent bodies.

§ 6.1. In the course of site visits PKA members (experts) should endeavour to establish cooperation with the bodies and employees of the higher education establishment being visited, endeavour to prevent tensions during the performance of their activities and respect the rules of good conduct.

2. PKA members (experts) may not disseminate information, including that referring to the contents of documents, activities of the bodies of a higher education institution being visited or persons employed by the higher education institution, which they have obtained as a result of performing their activities at PKA, even when such conduct violates no regulations on the protection of classified information or other sensitive data.

§ 7. 1. In the course of performing their duties PKA members (experts) should show respect to laws and the dignity of individuals with whom they cooperate in the process, by respecting norms and customs resulting from the academic culture of Poland and of other European countries, and the rules of good and tactful conduct.

2. PKA members (experts) may not establish informal contact with higher education institutions being visited and with their employees in relation to issues which are or may be connected with the performance of the duties of PKA members (experts).

3. A violation of PKA members' (experts') dignity shall be each conduct which undermines the confidence of the academic community or of other persons in PKA, its bodies or members.

§ 8. 1. The head of a visiting team is responsible for respecting the principles of the PKA Code of Ethics by the team members in the course of activities undertaken during a site visit.

2. PKA members (experts) represent PKA and promote its principles in higher education institutions being visited.

§ 9. PKA members (experts) may apply to the Section for Ethics for an opinion on the application of the PKA Code of Ethics.

§ 10. 1. For violating the provisions of the PKA Code of Ethics PKA members (experts) shall be accountable to the Section for Ethics.

2. The Section for Ethics may impose the following penalties:

- 1) Reprimand a PKA member (expert);
- 2) Request the PKA Presidium to demand dismissal of a PKA member by the Minister of Science and Higher Education;
- 3) Request the PKA President to dismiss a PKA member.

4. The Presidium shall consider matters relating to the violation of the principles of the PKA Code of Ethics, committed by members of the Section for Ethics.

5. The provisions of § 10 (2 and 3) shall apply accordingly.

§ 11. The provisions of the PKA Code of Ethics shall apply accordingly to the employees of the PKA Bureau.