



**The Code of Ethics
of the Polish Accreditation Committee**



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of October 6th, 2009¹

§ 1.

The Code of Ethics of the Polish Accreditation Committee, hereinafter referred to as the “PKA Code of Ethics”, regulates the rules of ethical conduct for PKA members and experts.

§ 2.

PKA members and experts make a written promise in the following wording: "I undertake to dutifully fulfil the duties of a member (expert) of the Polish Accreditation Committee, follow the principles of dignity, honour and integrity in the proceedings, take care of the good name of the Polish Accreditation Committee and comply with the principles of the PKA Code of Ethics and professional ethics".

§ 3.

1. The duty of a PKA member (expert) is to care for the high standard and quality of education in higher education in the Republic of Poland.
2. In his actions, a PKA member (expert) adheres to the rules:
 - 1) the rule of law and fairness,
 - 2) impartiality and autonomy,
 - 3) openness to dialogue and discretion,
 - 4) transparency and responsibility.

§ 4.

A PKA member (expert) performs his duties reliably, conscientiously and on time, in particular:

- 1) carefully prepares for each activity, reading the documents and other necessary materials,
- 2) gets acquainted with the applicable regulations, on the basis of which he undertakes his activities and updates this knowledge,
- 3) examines documents and other materials in accordance with its professional and specialist knowledge,

¹ Consolidated text, taking into account the changes introduced by the resolutions of the Polish Accreditation Committee of January 30, 2012 No. 1/2012 and of March 6, 2013 No. 1/2013.

- 4) reliably prepares reviews of applications, post-visit reports and draft resolutions, taking care of the highest substantive quality and linguistic correctness of these documents.

§ 5.

1. A member (expert) of the PKA performs his tasks impartially, treating all persons and assessed units equally, not succumbing to any pressure or manifesting his personal attitude towards people and individuals.
2. A PKA member (expert) may not undertake work or activities that collide with his duties in the PKA or limit the independence of his activities.
3. A PKA member (expert) does not take any steps that may raise doubts as to his impartiality, in particular with regard to:
 - 1) to the university in which he or she is or was employed, with which he has obligations under civil contracts or other relationships that may affect his duties,
 - 2) to the university where the immediate family member or other close person of the PKA member (expert) is or has been employed, unless a period of at least five years has elapsed.
- 3a. A PKA member (expert) does not undertake any activities in relation to the university, including its organizational units located at the seat or branch or a branch or out-of-town faculty or teaching center located in the city where the seat of the university employing the PKA member (expert) or person is located, referred to in sec. 3 point 2, or an organizational unit of this university which is the place of work by a PKA member (expert) or a person referred to in para. 3 points 2.
4. A PKA member (expert) may not accept any payment or other material benefit from the visited university in connection with the performance of his / her function. The use of means of transport made available by the university between the hotel and its organizational units does not constitute a material benefit.
5. A PKA member (expert) should not act as an adviser or expert in matters related to PKA's tasks without the consent of the competent PKA authorities.

§ 6.

1. During the visit, a PKA member (expert) should strive to establish cooperation with the authorities and employees of the visited university, try to counteract tensions during the performance of activities and observe the rules of correct behavior.
2. A PKA member (expert) may not disseminate information, including the content of documents, the activities of the bodies of the visited universities and the persons employed at the university, which he or she undertook in connection with the performance of activities at PKA, even if this procedure does not violate the provisions on information protection. classified or other protected data.

§ 7.

1. A member (expert) of the PKA should fulfill his duties with respect to the rights and dignity of persons with whom he cooperates in the course of their implementation, observing the norms and customs resulting from the academic culture of Poland and other European countries and the principles of correct and tactful behavior.
2. A PKA member (expert) may not undertake any informal contacts with the visited universities and their employees in matters that are or may be related to the performance of the activities of a PKA member (expert).
3. A violation of the dignity of a PKA member (expert) is any behavior that undermines the trust of the higher education community or other people in PKA, its bodies or members.

§ 8.

1. The chairman of the visiting team is responsible for compliance by the members of the team with the principles of the PKA Code of Ethics during the activities undertaken during the visit to the university.
2. A PKA member (expert) represents PKA and promotes the principles of its operation in the visited university.

§ 9.

A PKA member (expert) may request the Ethics Team to issue an opinion on the application of the PKA Code of Ethics.

§ 10.

1. A PKA member (expert) is responsible for violating the provisions of the PKA Code of Ethics before the Ethics Team.
2. Penalties imposed by the Ethics Team are:
 - 1) admonition of the member (expert) of the PKA;
 - 2) a request to the PKA Presidium to submit a request to the Minister of Science and Higher Education to dismiss a PKA member;
 - 3) application to the PKA Chairman to dismiss a PKA expert.
3. The penalty imposed by the Ethics Team may be appealed against to the PKA Presidium within 14 days from the date of notification of the PKA member (expert) about its imposition.
4. Cases of violation of the provisions of the PKA Code of Ethics by members of the Ethics Team are considered by the Presidium.
5. The provisions of § 10 para. 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.