



ZİDEK

*Association for Evaluation and Accreditation of Agricultural Engineering Educational Programs
Ziraat Fakülteleri Eğitim Programları Değerlendirme ve Akreditasyon Derneği*

CODE OF ETHICS

2011

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Ziraat Fakülteleri Eğitim Programları Değerlendirme ve Akreditasyon Derneği

Gazi Mahallesi Özata Sokak No:21/5

Yenimahalle-ANKARA / TÜRKİYE

Phone: +90 (312) 419 04 99 Fax: +90 (312) 419 04 98

E-mail: info@zidek.org.tr

Web page: <http://www.zidek.org.tr/en>

ZIDEK

Code of Ethics

All ZIDEK officials (this term, in singular or plural form, will be used from this point forward, to indicate members of the ZIDEK and ZAK boards, teams, chairs, team co-chairs, program evaluators, program co-evaluators, student evaluators, ZIDEK volunteers, or ZIDEK employees) who take part in the activities of the Association for Evaluation and Accreditation of Agricultural Engineering Educational Programs (ZIDEK) must exhibit ethical conduct. They must show the highest level of professionalism, integrity, and honesty. ZIDEK activities require impartiality, fairness, and justice. All persons involved in ZIDEK activities must perform their duties with the highest level of ethical behavior. The purpose of this document is to detail the ethical standards regarding ZIDEK activities. Members of the ZIDEK Boards, ZIDEK employees and program evaluators must sign the Confidentiality and Ethical Conduct Statement attached to this document, in accordance with Articles 9 and 10 of the ZIDEK Operational Regulations.

Conflict of Interest

1. Serving as a member of the ZIDEK Executive Board, Auditory Board and Agricultural Engineering Educational Programs Accreditation Board (ZAK) may create situations that may result in conflicts of interest or questions regarding the objectivity and credibility of ZIDEK accreditation process. ZIDEK expects these individuals to behave in a professional and ethical manner, to disclose real or perceived conflicts of interest, and to excuse themselves from discussions or decisions related to real or perceived conflicts of interest.
2. Similarly, serving as a Team Chair, Team Co-Chair, Program Evaluator, Program Co-Evaluator or Student Evaluator may create situations that may result in conflicts of interest or questions regarding the objectivity and credibility of ZIDEK accreditation process. ZIDEK expects these individuals to behave in a professional and ethical manner, to disclose real or perceived conflicts of interest, and to excuse themselves from discussions or decisions related to real or perceived conflicts of interest.
3. The intent of this policy is as follows:
 - 1) Maintaining credibility in the accreditation process and confidence in the decisions of the ZIDEK Executive Board, Auditory Board and Agricultural Engineering Educational Programs Accreditation Board (ZAK), and evaluation team members.
 - 2) Assuring fairness and impartiality in decision-making process
 - 3) Ensuring impartial acting and avoiding the creation of a perception of impropriety
4. Members of the ZIDEK Executive Board, Auditory Board, and ZAK must absent themselves from any portion of a ZIDEK or ZAK meeting in which discussions or decisions occur for a program or institution with which they currently have or had in the past a close and active association. A close and active association with a program or institution includes, but is not limited to:
 - 1) Current or past employment as faculty, staff, or consultant by the institution or -program
 - 2) Current or past discussion or negotiation of employment with the institution or program.
 - 3) Attendance as a student at the institution.
 - 4) Receipt of an honorary degree from the institution.
 - 5) An institution or program where a close family relative (spouse, 1st or 2nd degree relative) is or was a student or employee.
 - 6) An unpaid but official relationship with an institution, (e.g. membership in the institution's governing board or an advisory board).

5. Members of the ZİDEK Executive Board, Auditory Board, and ZAK must sign a Confidentiality and Ethics Statement indicating that they will not create situations that may result in conflict of interest and that they have read and understood these policies.
6. In addition, team members serving in an evaluation process must sign a statement indicating that they do not have real or perceived conflict of interest with the institution and individuals associated with the program they are evaluating.
7. Members of the ZİDEK Executive Board, Auditory Board and ZAK must absent themselves from any portion of a ZİDEK meeting in which discussions or decisions occur for which they have a real or perceived conflict of interest. ZİDEK will maintain a record of the names of individuals recusing themselves for conflicts of interest at each meeting. Real or perceived conflicts may occur if there is:
 - 1) A close and active association with a program or institution
 - 2) A financial or personal interest and/or
 - 3) Any reason that the individual cannot render an unbiased decision

ZİDEK Code of Ethics:

1. ZİDEK officials must accept responsibility for complying with general ethical rules and ZİDEK code of ethics, conducting these activities with the aim to ensure public safety, health and benefits, and disclosing any factors conflicting with their duties, whether directly or indirectly, to ZİDEK management in all the processes and stages of program evaluations, in their presentations to institutions about ZİDEK accreditation and in their various statements to the public.
 - 1) All persons involved in ZİDEK activities recognize that the lives, safety, health and welfare of community members depend on engineers performing their duties as competent professionals.
 - 2) If ZİDEK officials have knowledge of an accredited program not meeting the ZİDEK criteria, or if there is any reason for them to believe so, they must convey this information to ZİDEK in writing. If necessary, they must collaborate with ZİDEK to provide further information.
 - 3) Any participation in presentations, seminars and meetings on ZİDEK accreditation "on behalf of ZİDEK ", including the presentation, is subject to the approval of the authorized ZİDEK board. The organization to which the person carrying out these activities belong, shall be shown as ZİDEK and the ZİDEK logo and templates shall be used in all documents of the activity.
2. Individuals involved in ZİDEK activities undertake duties only in those technical fields in which they have been trained and/or have acquired experience.
3. ZİDEK officials agree to perform their duties on behalf of ZİDEK as reliable individuals and to avoid all conflicts of interest. In case a conflict of interest arises, they inform all parties who may be affected.
 - 1) Individuals involved in ZİDEK activities must avoid any conflict of interest in any activity or situation in which they represent ZİDEK.
 - 2) These individuals must declare any existing or potential conflict of interest which may affect or appear to affect their decisions or the quality of the service they provide.
 - 3) Members of ZİDEK Boards may not provide consultancy concerning program evaluation to an institution or its units.

- 4) ZIDEK officials who have provided, are providing, or plan to provide consultancy concerning program evaluation should communicate this to ZIDEK, as they may not take part in any stage of the program evaluation process of the relevant institution.
 - 5) ZIDEK officials may not be involved in any duties, negotiations, or discussions that might create a conflict of interest between themselves and ZIDEK, or between themselves and the institutions whose programs will be evaluated.
 - 6) ZIDEK officials may not request or accept any gifts, whether directly or indirectly, from the institutions (or the institutions' employees) whose programs are being evaluated.
 - 7) ZIDEK officials may not request any payment from the institutions (or the institutions' employees) whose programs are being evaluated, or accept any payment for the purpose of affecting the results of the program evaluation.
 - 8) ZIDEK officials who are invited to make presentations, provide training or consultancy regarding ZIDEK evaluations to the institutions, are obliged to obey the above rules.
4. All ZIDEK officials agree on the confidentiality of all documents and information related to program evaluation decisions, excepting any circumstances that endanger the public or necessitate disclosure due to legal requirements.
- 1) ZIDEK Individuals involved in ZIDEK activities must keep confidential all documents and information provided to them for the purpose of fulfilling their duties; they may not use these documents or information for any purpose other than their ZIDEK duties whatsoever.
 - 2) Individuals involved in ZIDEK activities may not disclose confidential documents, information and findings, unless required by law.
 - 3) In the event that ZIDEK officials and volunteers are obliged to disclose confidential documents, information and findings, they should obtain permission from ZIDEK as well as the relevant institution. Under such circumstances the information or document will be entirely disclosed.
 - 4) Individuals involved in ZIDEK activities may not copy or otherwise reproduce or give to third parties and institutions any of the self-evaluation reports given to them or any other document obtained from the institution. They will return these documents to ZIDEK or destroy them after concluding their duty.
5. All ZIDEK officials agree that any declaration they make within and outside ZIDEK shall be impartial and truthful.
- 1) Individuals involved in ZIDEK activities shall be impartial and truthful in their reports, declarations and statements. All reports, declarations and statements issued or published on behalf of ZIDEK shall only contain information relevant and appropriate to the subject. Individuals involved in ZIDEK activities shall avoid any act that demonstrates personal preference and may negatively affect the evaluation process.
 - 2) These individuals will, in their own statements concerning the program evaluation, not use any statement, criticism or justification that has been suggested or encouraged by other individuals. If they are obliged to use such information, they must identify it in the form of a quotation and provide the source of this information; if they gain personal benefit due to including this information, they must explain so.
 - 3) These individuals will not make or include statements that wrongly interpret or conceal the truth.
 - 4) These individuals must acknowledge their proven past personal mistakes and not distort or change facts in order to justify their mistakes and decisions.
6. All ZIDEK officials act in an honorable, responsible, ethical and lawful manner in order to enhance the efficacy and respectability of ZIDEK.
- 1) Individuals involved in ZIDEK activities must avoid acts deceiving the public.

- 2) These individuals must not present in a distorted manner their own academic or professional competence or that of their colleagues, or allow any misconceptions about these.
 - 3) These individuals must not endanger the professional respectability, expectations, practices or work of others in bad faith or by mistake, whether directly or indirectly. If they believe that others behave in an unethical and illegal manner, they must communicate related tangible observation and information to the appropriate authorities.
7. All ZİDEK officials agree to treat everybody equally, regardless of race, language, religion, gender, disability, age, marital status, and political opinion. Individuals involved in program evaluation activities must treat all parties fairly and equally.
 8. All ZİDEK officials agree to lend assistance to their colleagues and individuals working together with them in terms of their professional development and help them to comply with this code of ethics.
 - 1) ZİDEK will inform its officials and all parties involved in the program evaluation process about this code of ethics.
 - 2) ZİDEK will train all its new officials and volunteers so that they will understand and practice this code of ethics.
 - 3) Individuals continually involved in ZİDEK activities will ensure continued Professional and ethical development and participate in activities for this purpose.
 9. The involvement of ZİDEK officials who have been proven not to comply with this code of ethics may be terminated by the Agricultural Engineering Educational Programs Accreditation Board (ZAK); the involvement of members of the ZİDEK Executive Board and ZİDEK Auditory Board may be terminated by the ZİDEK General Assembly; and the involvement of other ZİDEK officials and volunteers may be terminated by the ZİDEK Executive Board.

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Confidentiality and Ethical Conduct Statement

As a ZİDEK official, whose definition and scope is given in the first paragraph of the “ZİDEK Code of _____ Ethics” _____ document, I, _____ (name, surname) _____ (affiliation) _____, hereby declare that I have read and understood the code of ethics provided in the ZİDEK Code of Ethics document, and that I agree to act in the most ethical and professional manner. Furthermore, I agree:

1. to accept responsibility for performing program evaluations in accordance with the ZİDEK evaluation criteria and with the aim to ensure public safety, health and benefits, as well as for disclosing promptly any direct or indirect conflict of interest when performing these duties;
2. to perform services only within my area(s) of competence;
3. to perform duties on behalf of ZİDEK in a reliable manner; to avoid any conflict of interest; and, if there exists a conflict of interest, to disclose this to all parties affected;
4. to keep confidential all documents and information related to program evaluation decisions, barring any circumstances that endanger the public and/or necessitate disclosure due to legal requirements;
5. to issue impartial and true statements within and outside ZİDEK;
6. to act in an honorable, responsible, ethical and lawful manner in order to enhance the efficacy and respectability of ZİDEK;
7. to treat everybody equally, regardless of race, language, religion, gender, disability, age, marital status, or political opinion;;
8. to assist colleagues and co-workers in their professional development and to support them in their compliance with this code of ethics and
9. to support the mechanism for the prompt and fair adjudication of any alleged violation of this code.

Signature : _____

Date : _____