

CODE OF CONDUCT



**DEDAK- Association for Language Education, Evaluation and
Accreditation**

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DEDAK CODE OF CONDUCT

It is essential that all members participating in DEDAK's activities exhibit an ethical frame of mind and ethical behaviour. They are expected to work honestly, fairly and in compliance with the following Code of Conduct. The purpose of this document is to set the standards for the Code of Conduct governing DEDAK's activities. All members participating in DEDAK's activities are kindly requested to sign the "Code of Conduct and Privacy Statement" at the end of this document. E-mail: info@dedak.org <http://www.dedak.org>.

DEDAK Codes of Conduct:

1. Language Education Evaluation and Accreditation activities are carried out in compliance with DEDAK Evaluation Criteria, giving due consideration to public security, public health and public welfare. Members participating in these works, assume the responsibility of disclosing any factors directly or indirectly conflicting with their work.
2. Members participating in Language Education, Evaluation and Accreditation work shall refrain from getting involved in any conflicts of interest and shall promptly notify DEDAK in the event they spot any (conflicts of interest).
3. DEDAK members providing training and consulting services to an institution, shall not be included in the Evaluation Visit Team formed to evaluate that institution.
4. Members participating in Language Education Evaluation and Accreditation work shall not take on any work that may create conflicts of interest between themselves and the institution to be evaluated, nor negotiate and/or get into an argument with the institution.
5. The contents of self-assessment and assessment reports are exclusively for the use of DEDAK and the Evaluation Visit Teams; and they shall not be forwarded to third parties without the consent of the relevant institutions. They may, however, be used by DEDAK anonymously and without citing the name of the institution.
6. Members participating in DEDAK's works shall not disclose any confidential documents, information and findings. Legally compelled disclosures are at the discretion of DEDAK.
7. Members participating in DEDAK's works shall not transcribe nor duplicate the self-assessment reports and/or any other documents they have acquired from the institution. They shall return these documents to DEDAK at the end of the evaluation process.
8. Members participating in DEDAK's works, agree and accept that all the announcements made in the course of the accreditation process shall be objective and true. Selfish behaviour that may impair the process and ambiguous linguistic expressions shall be avoided.
9. Members participating in DEDAK's works agree to treat everyone equally regardless of their personal characteristics such as race, language, religion, gender, age, marital status and political views; they shall treat all parties fairly and equally.

10. . Members participating in DEDAK's works agree to work in collaboration with their co-workers/colleagues and to encourage compliance with ethical Codes of Conduct.

11. DEDAK informs all its members participating in the accreditation process and all the parties involved in the evaluation process about these Codes of Conduct.

12. Any members who fail to comply with these Codes of Conduct shall be dismissed (from their jobs) by DEDAK

Circumstances That May Lead to DEDAK- Conflict and/or Overlapping of Interests

DEDAK, takes all the necessary precautions to ensure that all **its** members and all the Evaluators work/function devoid of any Conflict and/or Overlapping of Interests and unbiased judgements can be made.

All members shall be cautioned against the possibility of any Conflicts and/or Overlapping of Interests and the relevant persons are expected to inform the institution in the following situations:

- 1- There exists a relationship with the institution being evaluated that might lead to conflicts of interests.
- 2- There exists materialistic connections with the institution being evaluated
The relationships mentioned in Article 1) may refer to any one of the following cases:
The evaluator:
 - is currently working as consultant or as academic/administrative staff at the institution being evaluated /has worked there within the last 10 years,
 - has applied for work to the institution being evaluated in the last 5 years
 - has received a scholarship/prize from the institution being evaluated in the last 5 years.
 - A member of the evaluator's immediate family is an employee/a student at the institution being evaluated.
 - There exists non materialistic connections with the institution being evaluated (e.g. advisory board membership)

**ASSOCIATION FOR LANGUAGE EDUCATION, EVALUATION AND ACCREDITATION
CODE OF CONDUCT AND PRIVACY STATEMENT**

I, serving as a member of the Association for Language Education, Evaluation and Accreditation(DEDAK), accept and declare that, I have agreed to the following terms and conditions

1. that I have read and understood the Codes of Conduct stated above and shall demonstrate Ethical and Professional behaviour at the highest level;
2. that I shall carry out the activities in compliance with DEDAK Evaluation Criteria, giving due consideraion to public security, health and welfare, and shall assume the responsibility of disclosing any factors directly or indirectly conflicting with these tasks.
3. that I shall be a trustworthy person, that I shall refrain from getting involved in any conflicts of interest and shall notify DEDAK if there is a conflict of interest;
4. that I shall maintain the confidentiality of all the documents and information I have access to;
- 5.that the announcements I make in the course of the Accreditation process shall be objective and true;
6. that I shall treat everyone equally regardless of personal characteristics like race, language, religion, gender, age, marital status and political views;
7. that I shall work in collabration with my ço-workers/colleagues and encourage compliance with ethical Codes of Conduct
8. that I shall be dismissed by DEDAK if I fail to comply with these Codes of Conduct.

Signature:

Date: / /