

DEDAK ETHICAL RULES HANDBOOK



Association for Language Education Evaluation and Accreditation

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Anyone taking part in a review organized by the Association for Language Education Evaluation and Accreditation (DEDAK) must display the appropriate ethical mentality and behavior. These persons must be honest and unbiased and act in adherence of the ethical rules outlined below. The purpose of this document is to provide details about the expected ethical standards for DEDAK reviews. Anyone taking part in a DEDAK review must sign the “Confidentiality and Ethical Rules Declaration” that can be found at the end of this document.

DEDAK Ethical Rules:

- 1.** All Language Education Evaluation and Accreditation reviews are done in accordance with DEDAK evaluation standards by taking public security, health and interest into consideration. Anyone taking part in a review accepts the responsibility to disclose any direct or indirect conflicts of interest.
- 2.** Anyone taking part in a Language Education Evaluation and Accreditation review must avoid conflicts of interest and notify DEDAK at once if they become aware of one.
- 3.** Any DEDAK member that provides advisory and/or educational services to an institution cannot be a part of the reviewer team that visits that institution.
- 4.** Anyone taking part in a Language Education Evaluation and Accreditation review cannot assume any responsibility, be a part of any meeting or discussion that will create a conflict of interest between themselves and the institution to be reviewed.
- 5.** The information contained in the self-study and evaluation reports is strictly for the use of DEDAK and members of the reviewer team and cannot be shared with a third party without the consent of the respective institution. However, the information can be used by DEDAK without revealing or alluding to the institution’s name.
- 6.** Anyone taking part in a DEDAK review cannot reveal any confidential document, information or finding. Any declaration made due to legal reasons can only be done under the responsibility of DEDAK.
- 7.** Anyone taking part in a DEDAK review cannot copy or reproduce the self-study report entrusted to them or any document obtained from the institution and must return such items to DEDAK at the end of their assignment.
- 8.** Anyone taking part in a DEDAK review accepts that all declarations they may make during the accreditation process will be impartial and correct. They must avoid exhibiting any behavior that reveals their personal preferences and make any statements that incorrectly interpret the truth or hide it so as to not negatively affect the process.

9. Anyone taking part in a DEDAK review accepts to treat everyone equally irrespective of the person's race, religion, language, gender, age, marital status and political view and will be fair and equal to all persons.

10. Anyone taking part in a DEDAK review agrees to assist their colleagues and provide support to them in adhering to the ethical rules.

11. DEDAK will inform all parties involved in the assignments and reviews about these ethical rules.

12. The assignment of any person found not to be in compliance with these ethical rules will be terminated by DEDAK.

DEDAK- Situations in which there are and/or might be a conflict of interest:

DEDAK will take all precautions to ensure all members and reviewers that take on an assignment can work without any conflict of interest and arrive at impartial decisions. All members are warned concerning any possibility of a conflict of interest and are asked to inform the DEDAK if any of the situations below are valid:

- 1- A relationship with the institution under review that could constitute a conflict of interest.
- 2- A financial relationship with the institution under review.

The relationship mentioned in Article 1 could be any of the following:

If the reviewer

- works/has worked in the last 10 years at the institution under review as an academic/administrative member or consultant,
- has applied to work at the institution under review in the last 5 years,
- has been educated at the institution under review,
- has received a scholarship/award from the institution under review in the last 5 years,
- has a spouse that works at the institution under review or a first degree relative who is a student or employee at the institution under review,
- has a non-financial connection to the institution under review (e.g. as a member of the advisory board)

**ASSOCIATION FOR LANGUAGE EDUCATION
EVALUATION AND ACCREDITATION
CONFIDENTIALITY AND ETHICAL RULES
DECLARATION**

As an individual assigned by the Association for Language Education Evaluation and Accreditation (DEDAK), I

....., state that

- 1.** I have read and understood the ethical rules outlined above and that I will demonstrate ethical and professional behavior at the highest level;
- 2.** I will execute my assignments according to DEDAK standards and in accordance to public health, safety and interests and that I will demonstrate the responsibility of disclosing any direct or indirect conflict of interests;
- 3.** I will act as a trustworthy individual, avoid any type of conflict of interest and inform DEDAK if there is any conflict of interest;
- 4.** I will ensure the confidentiality of all documents and information that I access during my assignment;
- 5.** Every statement I make during the accreditation process will be fair and impartial;
- 6.** I will treat everyone equally irrespective of their race, language, religion, gender, age, marital status and political views;
- 7.** I will assist my colleagues and support them in adhering to the ethical rules;
- 8.** I accept that my assignment at DEDAK will be terminated if I do not adhere to these ethical rules.

Signature:

Date: / /