

Agency for Assessment and Accreditation of Higher Education
Code of Ethics

The conduct and actions of permanent or occasional employees of the Agency are regulated and governed by the principles, values and norms listed below:

- **Neutrality and impartiality**

Employees must act in a fair and impartial way, not favouring or impairing the review actors involved in the exercise of their functions, and resist the influence of external pressures that may constrain the principles of operation and rigor.

- **Integrity**

Employees' behaviour should be guided by an honest, fair and trustworthy conduct in all their professional relationships, contributing to the good image and reputation of A3ES.

- **Confidentiality**

Employees should keep secrecy in relation to parties external to A3ES, not revealing or using information on facts or evidence relating to entities assessed.

- **Transparency**

As part of their activity, and in the relationship with their colleagues, employees should act in a transparent manner, always providing objective, factual and substantiated information, as necessary for the performance of their duties.

- **Responsibility**

Employees should be accountable for their actions, decisions, activities and results, in the scope of A3ES, honouring the Agency's ethical values and respecting colleagues with whom they relate.

- **Sobriety**

In performing their functions, the employees should confine themselves to their area of intervention, not interfering with the responsibilities and activities of other colleagues or managers, and should restrict their professional opinions to their area of intervention.

- **Non-conflict-of-interest**

Employees may not engage in procedures involving, directly or indirectly, entities with whom they have collaborated or persons with whom they are or have been connected by kinship or friendship.

Employees should assess all situations that may raise conflicts of interest and communicate to top management any situation that could compromise compliance with the established norms of conduct.

Permanent employees may not accumulate teaching or any other functions of regular character in higher education institutions.

- Cooperation and team work

Employees must cooperate with each other, as well as with members of the Agency's bodies, accepting differences of opinion and valuing them in a constructive manner, contributing to the maintenance of a good environment. Employees must cooperate in performing all tasks that are within the scope of activity of A3ES and contribute to fulfil its mission, namely by supporting assessment and accreditation processes of study programmes and higher education institutions, as well as by developing research studies in higher education quality assurance, among others.

- Professionalism

Employees must comply with all laws and regulations applicable to the activities of the Agency, as well as all the ethical principles set out in this code of conduct.

Employees must ensure the good image and reputation of A3ES, avoiding any situation that might discredit the Agency and its employees.

Employees should always bear in mind the mission and strategic goals of A3ES, as well as their role in achieving them.

- Intellectual property

The result of the research activities, studies and reports developed by employees in the performance of their duties are the property of A3ES, safeguarding, of course, the mention of the author's name whenever such results are publicly released.

The results of research activities, studies and reports that are not published may be used by A3ES and their collaborators in strict compliance with their functions and in compliance with the data protection rules.

These principles apply to permanent employees of the Agency and, *mutatis mutandis*, to temporary employees and to members of the external assessment teams. The [Norms for the Appointment and Conduct of the External Assessment Teams](#) define, additionally, specific rules relating to conflicts of interest and personal conduct applicable to members of the teams.