

ASSOCIATION FOR ACCREDITATION OF ARCHITECTURAL EDUCATION (MiAK)

CODE OF ETHICS DOCUMENT (2021)

(15.02.2021 MiAK Board of Directors decision)

Persons working in the activities of the Association for Accreditation of Architectural Education (MiAK) and in MiAK, together with the general ethical rules, are expected to behave ethically in accordance with the rules specified in this document. (To be used as a member of MiAK boards, visiting team chairman, visiting team member, student observer, institution observer, MiAK observer, MiAK volunteer, or MiAK employee) These people work with high standards of professionalism, honesty, and integrity. In the activities carried out within MiAK, it is essential to act within the framework of impartiality, honesty, and equality. Everyone who carries out MiAK activities is expected to perform their duties in ethical behavior. The purpose of this document is to describe in detail the ethical rules related to MiAK activities. Members of MiAK boards, MiAK employees, and visiting team members sign the "MiAK Confidentiality and Code of Ethics Statement" at the end of this document in accordance with Articles 24, 25, and 26 of the Charter of the ASSOCIATION FOR ACCREDITATION OF ARCHITECTURAL EDUCATION (MiAK).

Conflict of Interest:

- 1) The members of the MiAK Board of Directors, the Auditing Board, and the members of MiAK-MAK are expected to behave professionally and ethically during their duties and to refrain from disclosures of real or apparent conflicts of interest, discussions, and decisions that may be related to real or apparent conflicts of interest.
- 2) In situations that may lead to inquiries or conflicts of interest regarding the impartiality and integrity of the evaluation process during their duties as visiting team chair, team member, institution or MiAK, and student observer, MiAK expects its employees to behave professionally and ethically, and to refrain from discussions and decisions that may relate to real or apparent conflicts of interest.
- 3) The reasons for these expectations are listed below ;
 - a) To ensure the credibility of the evaluation process and the credibility of the decisions of the MiAK Board of Directors, the Auditing Board, and the members of the MiAK-MAK and the visiting team.
 - b) To guarantee an impartial and fair decision-making process.
 - c) To act impartially in all circumstances and not to act in a way that may give the impression of not being impartial.
- 4) If the members of the MiAK Board of Directors, the Auditing Board, and MiAK-MAK have a close and effective relationship with a program or institution that is in the decision-making process, or if they have been in the past, they cannot participate in the decision-making process related to this program or institution. The close and active relationship is defined below, but not limited to:
 - a) Currently working as a faculty member, staff, or consultant in the institution or program, or has worked in the past.
 - b) Has been or had been conducting interviews or discussions to serve in the institution or program.
 - c) Have been a student of the institution.

- d) Have received an honorary degree from the institution.
 - e) First, second, and third-degree relatives and the spouse and spouse's first, second, and third-degree relatives are students or employees of the institution or program applying for accreditation. Has an official non-paid connection with the institution (duties such as membership of the institution's board of trustees or advisory board, etc.).
- 5) MiAK Board of Directors, Auditing Board, and MiAK-MAK members sign the "MiAK Confidentiality and Code of Ethics Statement" stating that they will not cause situations that will create a conflict of interest and that they have read and understood these principles.
 - 6) The members of the visiting team who will serve in the evaluation process make a written statement that they do not have real or visible conflicts of interest with the institutions and individuals related to the program to be assessed.
 - 7) The members of the MiAK Board of Directors, the Auditing Board, and the members of MiAK-MAK do not participate in the parts of the relevant meetings where issues with real or apparent conflicts of interest related to them are discussed or decisions are taken. The names of the members who declare themselves unauthorized due to a conflict of interest in a meeting shall be recorded. A real or apparent conflict of interest occurs when:
 - a) Having a close and effective relationship with a program or institution.
 - b) Having a monetary or personal connection.
 - c) The occurrence of a reason that prevents the person from making an impartial decision.

MiAK Code of Ethics:

- 1) Persons working in MiAK accept the responsibility of complying with the general ethical rules and MiAK ethical rules in all processes and stages of program evaluations, in the presentations they will make to the institutions on MiAK Accreditation of Architectural Education, in the statements they will make to the public, to carry out these activities in line with the safety, health and interest of the public and to explain the factors that directly or indirectly conflict with these duties to the MiAK management.
 - a) People who take part in MiAK activities work with the awareness that the life, safety, health, and well-being of people in the community depend on the realization of the profession of architects as competent professionals.
 - b) For the presentations, seminars, and meetings to be made about MiAK accreditation to be made "on behalf of MiAK", the approval of the authorized MiAK Board of Directors must be obtained, including for the presentation to be made. The organization to which the person(s) carrying out these activities are affiliated should be shown as "MiAK" and the MiAK logo and templates should be used in all event documents.
 - c) If MiAK employees have knowledge that an accredited program does not meet the MiAK criteria, or have reason to believe that it does, they shall notify MiAK of this information in writing and cooperate with MiAK in the process.
- 2) Persons involved in MiAK activities only accept positions in subject areas in which they are educated and/or experienced.

- 3)** Upon the invitation of the institutions on MiAK evaluations, the persons working in MiAK, who make presentations, and provide education or consultancy to the institutions, are obliged to comply with the following rules.
- a)** MiAK officers agree to act as trusted persons acting on behalf of the organization, avoid all conflicts of interest, and inform all parties likely to be affected in cases where there may be a conflict of interest.
 - b)** Persons involved in MiAK events avoid conflicts of interest in every event and situation in which they represent MiAK.
 - c)** Persons working in MiAK declare any conflict of interest and potential for conflict of interest that will affect or appear to affect the quality of the service they will provide and the decisions they will take.
 - d)** Members of MiAK boards cannot advise an institution or its unit on program evaluation.
 - e)** MiAK officials who have advised, are, or will be advising an institution or its unit on program evaluation are obliged to notify the MiAK of this fact and cannot take part in any stage of the evaluation process of the programs of the institution concerned.
 - f)** Persons working in MiAK may not undertake any duty that would create a conflict of interest between themselves and MiAK or between them and the organizations whose programs will be assessed.
 - g)** Persons working in MiAK may not directly or indirectly request or accept any gifts from organizations and employees whose programs are being assessed.
 - h)** Persons working in MiAK may not request or accept any payment, directly or indirectly, from the organizations whose programs are being assessed and their employees to affect the outcome of the evaluation of the programs.
- 4)** Persons working at MiAK accept the confidentiality of all documents and information related to program evaluation decisions, except in cases that endanger the public or are required to be disclosed for legal reasons.
- a)** Persons involved in MiAK activities keep confidential all documents and information provided to them during these duties and in no case may they use these documents and information in any way other than their duties at MiAK.
 - b)** Persons working in MiAK may not disclose confidential documents, information, and findings to anyone except for legal reasons.
 - c)** If persons working in the MiAK are obliged to disclose confidential documents, information, and findings, they shall inform both the MIAC and the relevant organization.
 - d)** Persons working in MiAK do not copy, reproduce, or share with third parties or institutions the Self-Assessment Reports given to them and all other documents they have obtained from the institution and return them to MiAK at the end of their duties.
- 5)** Persons involved in MiAK activities agree that their statements inside and outside the MiAK will be impartial and accurate.
- a)** Persons working in the MiAK are obliged to be impartial and honest in their statements, expressions, and reports. Statements made on behalf of MiAK or any reports, statements, and expressions published should contain only relevant information. Those who take part in MIAC activities should avoid behaviors that emphasize their personal preferences that may adversely affect the evaluation process.

- b)** Persons working in MiAK do not use any statements, criticisms or justifications inculcated by others in their explanations about program evaluation. If they are compelled to use such information, they must disclose that it is a quotation, the source of the quotation, and if they have a personal interest in such information.
 - c)** Persons working in MiAK may not use statements that conceal or misinterpret a fact.
 - d)** Persons who work at MiAK admit their proven personal mistakes and do not change the facts to justify their own mistakes and decisions.
- 6)** Persons working in MiAK act virtuously, responsibly, and in accordance with ethical rules and laws to increase the reputation and usefulness of MiAK.
 - a)** Persons working in MiAK activities avoid misleading society.
 - b)** People who work at MiAK do not distort their academic or professional competencies or those they work with and do not allow them to be misunderstood.
 - c)** Persons working in MiAK take care not to harm the professional reputation, expectations, practices, or work of others directly or indirectly. If they believe that others are engaged in unethical or illegal behavior, they shall submit their concrete observations and information on the matter to the competent authorities.
- 7)** Persons serving in the MiAK agree to treat everyone equally in the course of their duties, regardless of their characteristics such as race, language, religion, gender, disability, age, marital status, and political opinion. Persons involved in program visiting teams are expected to treat all parties equally and fairly.
- 8)** Persons working at MiAK agree to assist their colleagues and those who work with them in their professional development and to support them in complying with the code of ethics.
 - a)** They shall inform persons involved in MiAK activities and all parties that may be involved in program evaluation of this code of ethics.
 - b)** MiAK warns all new officers to understand, adopt, and abide by this code of ethics.
 - c)** Persons who continue to work in MiAK activities ensure their continuous development in professional and ethical fields and participate in activities in this regard.
- 9)** The duties of the persons working in MIAK who are found not to comply with these ethical rules are terminated by the Architectural Accreditation Board (MIAK-MAK) within the framework of the relevant articles of the Association's charter. The duties of the members of the MIAK Board of Directors and the MIAK Auditing Board shall be terminated by the General Assembly of the MIAK, and the duties of the persons serving in the other MIAK shall be terminated by the MIAK Board of Directors within the framework of the relevant articles of the Association's charter.

MiAK

Confidentiality and Code of Ethics Statement

I _____ as a person who took part in MiAK, whose definition and scope of which are given in the first paragraph of the Code of Ethics Document of the Association for Accreditation of Architectural Education (MiAK), hereby declare that I have read and understood the ethical rules stated in the “MiAK Code of Ethics Document”, and that I will be respectful to the ethical rules at the highest level and show a professional behavior;

1. To carry out program evaluations according to MiAK evaluation criteria and in line with the safety, health, and interest of the public and to immediately explain the factors/elements that directly or indirectly conflict with these duties;
2. To serve only in the areas in which I am competent;
3. To act as an honest and reliable person acting on behalf of MiAK, to avoid all conflicts of interest, to inform all parties that may be affected in cases where a conflict of interest arises;
4. To ensure the confidentiality of all documents and information related to program accreditation decisions, except in cases that endanger the public or are required to be disclosed for legal reasons;
5. To make impartial and accurate statements inside and outside MiAK;
6. To act responsibly, respectfully of ethical rules and in accordance with the laws in order to increase the reputation and usefulness of MiAK;
7. To treat everyone equally, regardless of their characteristics such as race, language, religion, gender, disability, age, marital status and political opinion;
8. To assist my colleagues and colleagues in their professional development and to support them in complying with ethical rules;
9. In cases of violation of the code of ethics, I declare that I agree to support the procedures to be carried out so that the decision can be made quickly and fairly.

Signature: _____

Date: _____