

## **Conflict of Interest and Confidentiality Agreement**

The Evaluators should comply with NBEAC's procedures on Conflict of Interest and Confidentiality as stated below and shall not take on those assignments prohibited by this policy:

**Conflict Of Interest:** Since its inception, NBEAC has a policy that actual or apparent conflict of interests must be avoided. "Conflict of interest" means a condition or circumstance where a person is unable or is potentially unable to render impartial services, assistance, advice, assessment, evaluation or decision for NBEAC because of other activities such as employed or provided consultancy before the evaluation or influencing relationships with other persons of the institution, or wherein a person has or may be able to obtain an unfair competitive advantage. The evaluator shall avoid giving any consultancy to institution that he/she evaluated as part of the NBEAC team, when the evaluation is over.

There can be a possibility of conflict of Interest between team members. In such cases, the final decisive authority will rest on the Chairman. The members of AIC/PRP can also announce any conflict of interests with the institution before taking part in Peer Review Process.

The Chairman of NBEAC, will determine if a conflict of interest exists when a volunteer in one of the roles described above requests a determination. In cases where a participant voluntarily identifies an actual, potential, or perceived conflict of interest and absents him or herself from the deliberations and actions, these events will be recorded in writing as part of the meeting record and a copy filed with the Secretariat. If a request for a determination of an actual, potential or perceived conflict of interest is made to the Chairman, such requests must be made in writing, and the determination by the Chairman is to be in writing, and both are to be filed with the Secretariat.

### **Confidentiality Agreement**

"Confidential Information" shall mean all information and data, which may be disclosed to or acquired by the Evaluator, with respect to an institution business and operations. All participants of PRP/AIC team will sign a confidential statement regarding the information obtained from a Business School.

1. I am a participant in Accreditation Inspection Committee (AIC) of NBEAC established by Higher Education Commission vide Notification No. 1-2/BAC/QAA/2007 dated March 2007. As a participant, I will have access to the information and documents of other Business Schools/Institutes/Departments. I have reviewed the agreement for the sharing of peer review data regarding the use and disclosure of information and hereby agree to comply with its terms and conditions.
2. Without restricting the foregoing clause 1, I hereby agree not to disclose voluntarily or involuntarily, to make available to anyone or to use either peer review data or quality improvement information other than as a participant in the AIC or in the performance of my responsibilities and duties. I further agree:

- a. Not to make copies of peer review data or confidential information, except to the extent necessary to fulfil my job responsibilities as a participant in the accreditation inspection committee.
- b. To safeguard all peer review data or confidential information at all times so it is not made available to, or taken by, any unauthorized persons, and to use my best efforts to ensure its safekeeping.
- c. Upon termination of my participation in the AIC, to deliver to the Secretariat all material relating to the peer review data or confidential information used in the AIC including personal notes, summaries, abstracts, and reproductions in my possession and control.

I do hereby agree that the aforementioned contents and clauses of the agreement have been read by me. I shall make my level best to abide by the preceding clauses of the agreement. If there would be any infraction or breach of the agreement on my part NBEAC shall take necessary action as per the decision of the Council Members.

Signature Date Signed  
Please print name

**Return to: Secretariat**

**Higher Education Commission, Room 201, 2nd Floor, HRD Building, H-8, Islamabad,  
Fax: 051-90800208 Phone: 051 90800206-07**

Name \_\_\_\_\_

Date \_\_\_\_\_