

International Accreditation Institute

# Code of Ethics

2019.

## IAI CODE OF ETHICS

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### **I.- Introduction**

The International Accreditation Institute, IAI, will call a group of external reviewers for accreditation purposes, which must be considered one of the highest professional honors that entails recognition of the excellence in the academic - professional performance of those chosen for such functions. This distinction includes, in turn, high responsibilities. Each one of the members of the Academic Council, AC, of the IAI, and its reviewers are official representatives of the Institute, at the same time they represent the institution or group where they come from. For this reason, their behavior before, during and after the visit, as well as compliance with this Code of Ethics must be assumed with absolute responsibility and professionalism.

This code includes the main rules of conduct that the AC of the IAI and the committee of peer reviewers must maintain during their missions in the different faculties / medical schools. Its objective is to provide a frame of reference to guide the work of all those involved in the evaluation process, in such a way that responsible, objective, professional, serious, confidential, honest, transparent and prudent action is constantly guaranteed.

### **II.- Principles**

The principles that are detailed below should be considered as the reference framework for the performance of the AC of the IAI and the committee of peer reviewers. Consequently, they, in the exercise of their functions, must observe principles of:

Probity,

Integrity,

Impartiality,

Responsibility,

Discretion,

Loyalty,

Teamwork,

Diligence,

Excellence

Promotion of quality.

### **III.- Main Conflicts of Interest**

When evaluating the medical school there should be no conflicts of interest between the institution, the AC and the reviewer. If they exist, it is the responsibility of the peer reviewer to immediately inform and refrain from participating in the evaluation.

Conflicts of interest are those situations that might have influence on the Peer Reviewer's required objectivity and Academic Committee member during their performance.

Among the main conflicts are:

1. Being or having been a professor, consultant, officer, student or graduate of the institution in which the degree program is accredited.
2. Have research agreements with the institution to be evaluated.
3. To have at present a consanguineous or affinity relationship with a director of the university that is requesting accreditation.

The numeration above is exemplary and non-taxative.

### **IV. - IAI Documents Acceptance**

The committee of peer reviewers selected will have knowledge and will express their agreement with the evaluation guides, the code of ethics and other regulations and official documents of the IAI. The evaluation guide, the manual for the peer reviewer committee, as well as the documents provided are the basic references for carrying out the evaluation processes for accreditation purposes.

The entire peer committee and the members of the AC, before initiating the evaluation, must publicly declare their adherence to this code of ethics, the IAI instruments and their official regulations, by signing the respective letter of intention. The external reviewers and / or the AC that do not comply with this code of ethics may be subject to censorship by the IAI, which will be recorded in the corresponding minutes.

### **V. - Duties and Rights of the Accrediting Committee and External Reviewers**

It is the responsibility of the reviewers chosen and designated to carry out the following tasks for the visit:

1. Be prepared for the visit. This involves knowing and analyzing the documentation provided by the IAI, attending previous meetings, if necessary, as well as being available during the time established for the visit.
2. Attend on time all the activities scheduled by the IAI representative, before, during and after the visit, in agreement with the work team appointed for that purpose.
3. Plan the work of the visit in such a way as to ensure an official agenda, whose fulfillment will be mandatory, and the group should define the areas of visit, as well as discuss the development of the process.
4. Maintain compliance with the pre-established periods in order to timely deliver the results of the evaluation.
5. Maintain confidentiality, objectivity and integrity, during evaluation and issuance of their value judgments, being indispensable to act impartially and fairly.
6. Always maintain an independent criterion without assuming positions of groups with special interests outside the evaluation and IAI standards.
7. Before, during and after the visit, external reviewers should refrain from making comments other than those that are strictly necessary for the evaluation of the school.
8. Avoid generating controversy among external reviewers in front of members of the institution. Differences of opinion, which is normal to occur, must be resolved in the meetings of the peer review committee, trying to reach consensus.
9. Arrangements, negotiations, gifts or prerogatives must not be accepted by the institution that is the object of the visit during the visit and for up to six (6) months after the completion of the evaluation.
10. The external reviewers must refrain from having outside activities, not compatible with the visit at the scheduled times for the evaluation.
11. Doubts during the evaluation process must be consulted directly to the IAI Technical Representative, who will be accompanying the Peer Review Committee during the visit to the School.
12. All suggestions, comments or criticisms of the rules and procedures must be made in writing, addressed to the International Accreditation Institute, for their

respective analysis, and if appropriate, apply the necessary adjustments and corrective measures.

13. The reviewer is entitled to the payment of the transportation and accommodation expenses directly derived from the activity as well as the corresponding professional fees.

14. A credential will be awarded to each one of the members of the peer review committee and they will be sufficiently authorized for the entire fulfillment of their functions.

## **VI. – Penalties**

The Peer Reviewer and/or the AC that breach this Code of Ethics, might be censored by the IAI, fact that will be put on the correspondent record.

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