

Resource for members of the Accreditation Standing Panel FAQs regarding Conflict of Interest declarations

What is the main Procedural reference? Within the Accreditation Procedure, Conflict of Interest matters are covered in these two areas:

- [Code of Conduct](#) See items f and g
- [Guidance: Operation of the Accreditation Review Panel](#) See Page 2

Item f of the **Code of Conduct** notes:

All Members of the Standing Panel “will declare any actual or potential conflict of interest, including but not limited to where they or an immediate family member are employed, have recently been employed, have a likelihood of being employed in the near future, or otherwise serve on a voluntary basis, in a program”

where “a program” can be taken as referring to any Australian-based architecture program delivered by a tertiary education provider.

COI primarily relates to any recent (last 5 years minimum), current or potential future relationship that you or any of your immediate family may have with any Australian based Provider of an architecture program (either paid or unpaid, permanent or casual, adhoc or re-occurring).

In addition to being employed by a Provider (whether permanent or casual), COI can also relate to any volunteer / unpaid roles, such as being a member of Advisory Panels, delivering guest lectures and acting as a critic for design studio work. All such volunteer relationships should be declared.

Specific COI examples that make a member **ineligible** to participate in an Accreditation Review Panel for a specific provider are noted on Page 2 of the document: **Guidance: Operation of the Accreditation Review Panel:**

Those ineligible to participate as members of an Accreditation Review Panel include:

- *individuals who received payment from the Provider as a full-time or regular part-time member of staff or consultant in the 24 month period before the conduct of the Accreditation Site Visit*
- *individuals who may be in negotiation with the Provider regarding future employment of any nature*
- *recent students or graduates (less than three years) of the program being visited*
- *people who have members of their immediate families as students or staff at the Provider being visited*

Sometimes a matter can be managed by ensuring it is declared to all parties, but sometimes a COI matter is of sufficient concern that it means there are unacceptable risks of appointing a member of the Standing Panel to an Accreditation Review Panel for a particular Provider.

I'm a member of an AIA Education Chapter or a State / Territory APE Examiner – do I need to declare this as a COI? No.

Membership of executives / boards / assessment or advisory panels / committees (whether paid or unpaid) on state/territory or national representative bodies or organisations *do not generally* represent COI for appointment to Accreditation Review Panels and do not generally need to be declared as COI.

I've been in paid casual employment at a Provider of an Australian architecture program on and off over the last couple of years – do I need to declare this as a COI? Yes

I've been an unpaid volunteer on a Provider Advisory Panel over the last couple of years and/or have delivered occasional guest lecturers or acted as a critic design studio work at a particular Provider – do I need to declare this as a COI? Yes

Any paid or unpaid relationship at any *Provider* of an accredited architecture qualification would be considered as COI that *would impact* on appointment to Accreditation Review Panels and must be declared as COI to the Secretariat.

How and when do I make COI declarations to the Secretariat? Members of the Accreditation Standing Panel make initial COI declarations on the Nomination Form used to join the Standing Panel. Individual can advise the Secretariat of updated COI matters at any time. When invited to join an Accreditation Review Panel, members are asked to confirm their COI declarations as related to the Provider in question, and Providers in that jurisdiction.

How does the Secretariat manage my COI declarations? Individual COI declarations, including any updates, are maintained in the Accreditation Standing Panel database managed by the Secretariat.

Why is it important that I keep the Secretariat advised of any COI matters? When the Secretariat and Accreditation Management Committee are working to form provisional accreditation review panels, COI declarations recorded in the Accreditation Standing Panel database are reviewed to ensure that the initial panel selections avoid any known COI matters.

If in doubt, declare as a COI or discuss with Secretariat

For queries about any of this information, contact AACA via Accreditation@aca.org.au