



Accreditation Agency in Health and Social Sciences

Declaration of impartiality for the accreditation procedure and information on confidentiality requirements to protect data related to the accreditation process

submitted by: (Title, First Name, Last Name)

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The AHPGS is obligated by the Accreditation Council and its own quality assurance measures to request that the experts involved in accreditation procedures disclose any potential conflicts of interest and refer them to our guidelines of the publication of personal data and the confidentiality requirements for the sake of protecting data related to the accreditation process.

With regard to the accreditation of the study program or study programs

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at the.....,

we request you to truthfully answer to the following questions:

- 1. Have you been employed at this higher education institution as a **lecturer** (or as a visiting/assistant lecturer or guest professor) in the past five years?
 yes no
- 2. Did you complete your **doctorate or post-doctoral thesis** (Habilitation) at this higher education institution in the past five years?
 yes no
- 3. Have you participated or are you participating in a **professorial appointment procedure** at this higher education institution?
 yes no
- 4. Do you cooperate with members of the higher education institution in the planning and carrying out of **research projects**?
 yes no
- 5. Do you have or have you had other **special relationships** with members of the department or faculty of this higher education institution?
 yes no
- 6. If you have answered one or more of these questions with "yes": Can you guarantee that this has not led to your being **biased as an expert**?
 yes no I did not answer "yes" to any question

On the reverse side, you will find a **declaration of confidentiality** concerning data related to the institution, persons, and processes during your accreditation activities. Have you taken cognizance of the declaration of confidentiality?

yes no

Place and date Signature:

Thank you very much for your support and understanding

Declaration of confidentiality to protect accreditation-related data on the institution, persons and processes

In order to assure the confidentiality of the documents and data used in the accreditation procedure, I commit to

1. treat as confidential all information of which I become aware, directly or indirectly, during my activities as an accrediting expert;
2. use this information exclusively for the preparation and carrying out of the concrete accreditation procedure;
3. not pass on this information to third-parties or to make it accessible to third-parties in another form without the explicit consent of the agency or the higher education institution;
4. treat as confidential the information provided in written or electronic form after the completion of the accreditation procedure and to return it to the agency on request; and
5. assure that the information and documents are only passed on to other involved employees and advisors if they are also obligated to comply with this declaration of confidentiality.

In this context, the mentioned information and documents refer to all data which are disclosed by any means by higher education institutions, especially when submitting their self-documentation.

In particular, this declaration of confidentiality pertains to

- data about the higher education institution (finances and other economic data, infrastructure, study program structure, processes);
- data concerning the concept of the study program being accredited, including the foreseen time for its realisation;
- other unpublished information which you have obtained or will obtain during your accreditation activities; and
- personal data of personnel and lecturers at the higher education institution.

The obligation to confidentiality does not apply when and to the extent that the data are demonstrably

- public;
- to become public, independent of any negligence of an accrediting expert;
- to be legally obtained by a third-party; and/or
- already held by the accrediting expert prior to commencement of the accreditation procedure.