



Acreditadora  
Nacional de  
Programas de  
Arquitectura y  
Disciplinas del  
Espacio  
Habitable A.C.

# Acreditadora Nacional de Programas de Arquitectura y Disciplinas del Espacio Habitable A.C.

## CODE OF ETHICS

## Background

- La Acreditadora Nacional de Programas de Arquitectura y Disciplinas del Espacio Habitable, A.C. (ANPADEH) was conformed formally on March 2011 as the instance recognized by the COPAES, to confer formal recognition to organizations whose purpose is to accredit higher education academic programs that offer public and individual institutions, in the field of architecture and disciplines of habitable spaces. Has as an antecedent the COMAEA, which has been substituted by this accrediting body.

The recognition granted by ANPADEH allows the regulation of the institutions' academic programs and of the accreditation processes in the different knowledge areas that competes, for avoiding possible interests' conflicts and inform to the society, to institutions, potential students, parents, and employees on the quality of higher-level curriculum.

In the basic documents that regulate ANPADEH's functions, that were elaborated by the same council and sanctioned by the full of its members, it was established to obtain and maintain the formal recognition of this accrediting organization, it must demonstrate that they carry out their activities in accordance with the following guidelines: Equity and impartiality congruence and reliability, control and assurance of quality, responsibility, and seriousness, that includes that the ANPADEH must count with a Code of Ethics and guarantee its permanent application for transparency and accountability.

Without detriment of the and other arrangements settled in other ordinations of the ANPADEH, moreover, to give them compliance, as well as that this advice can effectively perform their functions, its considered necessary to establish the present Code of Ethics as a compulsory observance precept for members, both form the ANPADEH, and the academic programs of which grant formal accreditation recognition, without prejudice to the legal norms embodied in the laws that regulate the exercise of professions and compliance with the obligations arising from professional service contracts.

### 1. Purpose

This Ethics Code will guide the behavior of all the members of the ANPADEH in their relations with educational programs, as well as that of each of the members of these in relations with their institutions of higher education and their communities in the exercise of their evaluation and accreditation functions.

ANPADEH's Ethics Code has the purpose of sensitizing each of its members so that the exercise of its assessment functions of academic programs for accreditation purposes is always carried out with attachment to honesty, legitimacy and morality, as well as the guarantee that their work will always be responsible, serious, objective and impartial, with the intention of orienting for the benefit of the higher education, in terms of improvement of

its programs, the teaching quality and the formation of the graduates, as are the purposes of the ANPADEH.

## 2. General Disposition

The Code of Ethics should work as a moral guide in the exercise the functions that correspond to the ANPADEH. It is essential that it prevails the ethical sense in all people who carry out activities for accreditation. Those who must be fully aware of the commitment they encourage when entering in relation to the ANPADEH. Such awareness must involve the ability to contribute to each person with respect to the highest moral and social values. The ANPADEH must have an ethical ascendancy in the accredited institutions, which, in turn must have it in their members, to promote that they perform their functions with respect to high moral precepts and with full observance of applicable rules, both legal at local and national areas, such as those established by the ANPADEH for the activities inherent in the accreditation of educational programs.

This Code of Ethics will have general observance on each ANPADEH's members and of the accredited institutions: These last will assume the commitment to compliance to be given that they obtain formal recognition by the Council, which must be monitored that this is indeed, for its case, apply the disciplinary sanctions conducive, as indicated in point 7 of this code.

## 3. Behavior norms of the members of the ANPADEH

The norms obtained in this Code, particularly those that are detailed here below, will guide ANPADEH's operations in all moments, if they should be observed by each member; those who must:

- Consider that it is a high honor belonging to the ANPADEH, whose main motivation is to serve society and to higher education.
- Assume the compromise and responsibility in the realization of their job with a beneficial orientation to higher education and the educational institutions of this level, for which the right to institutional autonomy must be respected, in its case, personal privacy, as well as the independence of criteria regarding groups of particular interest.
- Consider that it was missing at honor and professional dignity when directly or indirectly intervene or accept arrangements and issues on a personal capacity when they are linked to the tasks of the Council.
- Give the institutions of higher education and society in general a constructive quality image of personal dignity, morality, and professionalism.
- Contribute to the ANPADEH's collected discussions through a constructive participation that contributes benefits to higher education.

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- Inform the board of Directors in a timely manner when external conditions hinder their work, so that the process of accreditation of academic programs does not get violated.
- Assume that the information possessed by ANPADEH, as well as the knowledge of their respective members can be useful as support to the authorities and higher education institutions, but only can be proportioned when they are solicited for the conductive tracks and any circumstance will be communicated to an institution that asks to know what concerns another.
- Maintain strict confidentiality, specially about:
  - All data related to the creditable institutions, as well as the information that is known of the programs evaluated for accreditation purposes and the institutions that teach them, that do not have (such data and information) a public nature.
  - The trails and recommendations issued by ANPADEH for an evaluated program, as well as the content of the deliberations that for this purpose were carried out, where appropriate: the content of the ANPADEH opinions, while not being formally sanctioned by the competent authority.
  - Refrain from participating in the organs that deliberate on issues related to an accredited institution with which it has or has had in recent years any type of link, whether it is affective, by the exercise of your profession, the performance of honorary charges or for kinship ties with a director or official, as well as when it belongs or its relatability to another institution, whose interests may collide with which it is discussed. Where appropriate, you should inform written and with an opportunity to ANPADEH's authority bodies, explaining the relevant justifications and clarifications.

#### 4. Responsibilities of ANPADEH's member and of creditable institutions

Each ANPADEH and of the creditable institutions' members must:

1. Conduct themselves with justice, honesty, diligence, loyalty, respect, sincerity, probity, dignity, and in strict observance of the legal and ethical standards established by ANPADEH.
2. Fully apply their scientific knowledge, have the capacity to attend and indicate the scope of their work and the inherent limitations. Accept functions only when necessary and with the sufficient knowledge to perform them.
3. Take responsibility for matters that they have the capacity to attend and to indicate the scope of the work and the inherent limitations. Accept functions only when they have the necessary and sufficient knowledge to perform them.
4. Respond individually for acts, due to the exercise of their functions, damage, or harm to third parties, even when they are carried out in a collective manner.
5. Give credit to colleagues and subordinates for their involvement in activities related to assessments and accreditations.
6. Refrain from using their hierarchical position so that their names appear in works that another person or group had done if they didn't participate on it.

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7. Look for opportunities and punctuality in all the matters that they discharge as part of the exercise of their functions.
  8. Being impartial and adjust to reality when issuing an opinion or judgment in any situation and before any authority or person.
  9. Do not use titles and attributes to others when they are uncertain or present themselves as specialists in disciplines where they are not authorized.
  10. Do not cover up or protect with their charge any person not enabled for the exercise of their functions, nor allow that other people use their name or position to carry out activities in the education fields related to evaluation and accreditation.
  11. Fail to assert the authority it has for its professional, administrative, or political function, in the exercise of the functions of evaluation and accreditation.
  12. Deny giving consultations or advice in a personal capacity, either paid or free, either on their behalf or of third parties, from which a material or moral benefit can be obtained.
  13. Refuse remuneration, gifts (unless they are advertising for the institution, such as publications and articles of use) or perks that are intended to be delivered, directly or indirectly, for the exercise of their function, nor much less will be able to request or insinuate their request for the purposes of issuing a judgement or opinion, they must inform the competent authority when a situation that may put your probity and that of your colleagues in doubt.
  14. Do not give in to another physical or moral person the functions or activities that have been delegated for its fulfillment.
  15. Do not consume intoxicating or enervating beverages and any type of drug during the exercise of their duty.
- 5. Responsibility of the members during the accreditation process**
- 1) Each one of them must maintain informed of the academic, scientific, and technological advancements related with the subject of their specialty.
  - 2) If in knowledge, which is their scope of activity, if there is more than one accrediting body, it must respect the right of higher education institutions to request the evaluation of other evaluating or accrediting bodies.
  - 3) Avoid any kind of promotions of their professional service as an evaluator to the superior education institutions and abstain from promoting commercial activities or personal services during their performance of its evaluation and accreditation functions.
  - 4) Maintain strict confidentiality of the information of restricted use that is entrusted to it in relation to the evaluation and accreditation, except for the reports that are required by ANPADEH and extend the same obligation to its assistants.
  - 5) When intervening after another colleague or other accreditation body in the evaluation and accreditation of educational programs, they must refrain from any overt or disguised criticism of the conduct of their predecessors. But if they consider necessary to issue an opinion or judgement, they must do so in writing and addressed to ANPADEH itself.
  - 6) Refrain from personally intervene in matters where another accrediting body or one of its members is performing its functions as evaluation and accreditation.

- 7) Always respect the rights, in accordance with own and national regulations, the people and communities of the higher education institutions to which the educational programs that are evaluated for the purposes of accreditation.
- 8) Maintain a relationship of respect and collaboration with your colleagues, subordinate advisers, and members of the community's programs they evaluate, therefore avoid damaging their name and prestige in any field.
- 9) The disagreement or discrepancy they have with the opinions of their colleagues or academic community members when they have, or have had in the last two years, any kind of link with this or the educational institution that reaches it: due to their profession or academic activity that, where appropriate, must inform the authority bodies of the accrediting bodies in writing and in good time.

### 6. Responsibilities of the ANPADEH evaluators

- 1) Go to visits according to the schedule: Perform in them with the intention, care, and diligence of a responsible person, with a constructive attitude and willing to dialogue.
- 2) Issues at the end of a visit: Free, impartial, and honest evaluative judgements about the status of an evaluated program and the institutional areas that were revised, these should be expressed exclusively in the evaluation report, never to the members of the academic community or to the personnel of the institutions.
- 3) Prepare evaluation reports with methodological rigor and professional ethics that are required for the fulfillment of the responsibility assumed before the institution.

### 7. Sanctions

- 1) In addition to the previously mentioned sanctions in the applicable legislation, in the exercise of professions and contractual relationships, the violations of this Code of Ethics may give rise to disciplinary sanctions that would be applied by ANPADEH, based on the documented information on the reasons that originated them, in terms that may be:
  - Confidential warning, in reserved notice.
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  - Public reprimand, in different media.
  - Temporary suspension of recognition.
  - Cancellation of recognition.
  - Report to the competent public authority.

The people and institutions affected by any of the previous sanctions will have the recourse to disagree, as established by the applicable norms that regulate the operation of COPAES.