

Starliks Campus – Conflict of Interest Policy

Version: 1.0 | Effective Date: 01.04.2024



1. Purpose

The purpose of this policy is to ensure that all activities and decisions at Starliks Campus are carried out in an objective, transparent, and fair manner, free from undue influence or personal interest. It aims to identify, declare, manage, and mitigate conflicts of interest that may arise in the delivery, assessment, and administration of our educational programmes.

2. Scope

This policy applies to:

- All staff members, lecturers, assessors, internal verifiers, and administrative personnel
- Contractors, partners, and any individuals involved in the delivery or assessment of qualifications
- Any situation where personal interest may affect impartial decision-making in relation to student outcomes or academic integrity

3. Definition of Conflict of Interest

A **conflict of interest** occurs when an individual's personal, professional, or financial interests may compromise or appear to compromise their judgment, decisions, or actions at Starliks Campus.

Examples include (but are not limited to):

- A lecturer assessing a student who is a relative or close friend
- Staff benefiting personally from decisions about course content, materials, or delivery
- Staff holding positions or interests in competitor institutions
- Preferential treatment given to specific students or candidates

4. Declaration of Interest

All staff and contractors must:

- Declare any known or potential conflicts of interest upon recruitment or appointment
- Update declarations whenever new potential conflicts arise
- Complete an annual declaration of interest form

Declarations must be submitted to the Director at:
managingdirector@starliks.com

5. Management of Conflicts

Upon identification of a conflict of interest:

- The Academic Director will assess the situation and determine an appropriate course of action
 - This may involve reassigning responsibilities (e.g., a different assessor or moderator)
 - Records of identified conflicts and management actions will be maintained securely and confidentially
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6. Non-Compliance

Failure to declare a conflict of interest or to comply with this policy may result in:

- Disciplinary action under the Starliks Campus staff conduct code
 - Notification to relevant awarding bodies or regulatory authorities
 - Revocation of assessment or administrative privileges
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7. Roles and Responsibilities

- **All Staff and Faculty:** Must avoid conflicts and proactively declare any potential situations.
 - **Academic Director:** Oversees declarations, maintains the conflict of interest register, and ensures proper handling.
 - **Quality Assurance Team:** Monitors policy implementation and supports audits or external reviews.
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8. Review and Updates

This policy will be reviewed annually or sooner if regulatory or operational changes occur. Updates will be communicated to all relevant stakeholders and included in staff inductions and training.

Approved by:

Managing Director

Starliks Campus

Managingdirector@starliks.com



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