

<b>PROVIDER NAME:</b> CCT College Dublin (CCT)			
<b>POLICY AREA:</b> Standard 8: Quality Assurance of Teaching Staff & Human Resources			
<b>Policy and Procedure Title:</b>	<i>CCTP806: Conflict of Interest</i>	<b>Policy No:</b> CCTP806	<b>Version:</b> 2.0
<p><b>Policy Statement</b></p> <p>The policy is intended to address scenarios where potential actual or perceived conflicts of interest may arise, and to establish procedures whereby such conflicts may be avoided or properly managed. It is the policy of the college to operate in accordance with the obligation to manage or avoid ethical, legal, financial or other conflicts of interest, and to ensure that the activities of the College, its representatives, or appointed or contracted third parties adhere to and comply with this obligation. The policy applies to all staff, faculty, employees and contractors and must also be brought to the attention of consultants, external examiners, panel members and other such parties as may be deemed appropriate by the Dean of Academic Affairs or College President.</p> <p>The education of students, analysis and interpretation of research results, hiring of staff, procurement of materials or services and other duties of the College or its employees must be free from undue influence by outside interests.</p> <p>Full-time employees of the college are expected to accord their primary professional loyalty to the college and to arrange outside obligations, personal interests and activities so as not to conflict with their overriding commitment to the college. For this purpose, references to personal interests and/or personal gain include monetary or non-monetary interests or gains and include those of their spouse, parents, siblings and business partners and any company controlled by any of the foregoing or any two or more of them together.</p> <p>Part-time employees of the college are expected to make a commitment to the college consistent with the terms of their employment and are expected to arrange outside obligations and activities so as not to conflict with their contracted commitment to the college.</p> <p>Third parties such as consultants, external examiners and panel members are expected to declare any potential, actual or perceived conflicts of interest they may prevent them from fulfilling the role for which they are being sought. In particular, external examiners and potential panel members are required to confirm their independence and impartiality and any interests that may be perceived as influencing decisions they may make in respect of CCT and its business activities.</p>			
<p><b>Staff Involved</b></p> <p>All full time and part time staff, external examiners, panel members and consultants utilised by the College</p>			
<p><b>Definitions</b></p> <p>The term "<b>Conflict of Interest</b>" refers to a conflict between the duties of an individual in relation to the College on the one hand and their personal / employment / business / financial interests on the other.</p> <p>A <b>conflict of commitment</b> is considered to be a conflict of interest for the purposes of this policy. A conflict of commitment occurs when the commitment to external activities of a staff member adversely affects their capacity to meet college responsibilities. This form of conflict is recognised by a perceptible reduction of the time and energy devoted by the individual to college activities.</p>			



<p><b>External Examiners and Panel Members</b></p> <p>As part of the appointment of external examiners and potential panel members for programme review and revalidation, this policy and the appropriate form must be issued for completion by the relevant parties.</p> <p>Where potential, actual or perceived conflicts of interest are declared these must be brought to the attention of the Dean of Academic Affairs who will consider the impact and implications and determine the appropriate course of action. Where appropriate, the Dean of Academic Affairs will consult with QQI.</p> <p>Completed declarations of conflict of interest will be retained by the QA Office as part of the external examiner / panel member records. Records will be securely destroyed once the retention period has been reached. External Examiner records are normally retained for the duration of the tenure. Panel member records are retained until the completion of the panel process.</p>		<p>Dean of Academic Affairs</p> <p>QA Office</p>
<b>Monitoring</b>		
<b>Monitor (Job Title)</b>	<b>Frequency</b>	<b>Monitoring Method(s)</b>
<p>Dean of Academic Affairs College President</p> <p>QA Office</p>	<p>Ongoing reviews throughout the academic year</p> <p>Annual review for full academic year</p> <p>Upon appointment of external examiners / panel members</p>	<ul style="list-style-type: none"> <li>- Review of completed Declaration of Potential Conflict of Interest forms</li> <li>- Review of records of correspondence between CCT and staff member suspected of conflict of interest</li> <li>- Review of minutes of Academic Council and/or ELT / Management Team meetings, discussing any Conflict-of-Interest cases arising</li> <li>- Review of records of correspondence between CCT and external HR consultants, where applicable</li> <li>- Review of all written records from the conflict being reported or highlighted, to how the conflict was resolved</li> </ul>

**POLICY CONTROL SHEET**

<b>Policy Title</b>	Conflict of Interest
<b>Responsible Officer(s)</b>	College President, Dean of Academic Affairs
<b>Issuance Date</b>	June 2025
<b>Effective Date</b>	June 2025
<b>Last Review Date</b>	August 2024
<b>Supersedes</b>	Version 2.0
<b>Next Review Date</b>	August 2027
<b>Designated Reviewer</b>	Dean of Academic Affairs
<b>Scope</b>	Internal staff (full and part time); External (Examiners, panel members & Consultants)

**Revision History**

<b>Revision</b>	<b>Approval Date</b>	<b>Revision Description</b>	<b>Originator</b>	<b>Approved By</b>
New Policy	August 2015	New QA system	Senior Management Team	Head of Academics, Registrar
Version 2.0	April 2018	Updated to reflect requirements relating to external examiners and panel members	Dean of Academic Affairs	Academic Council
Version 2.1	June 2025	Minor changes for presentation and clarity of language	Dean of Academic Affairs	Academic Council

**References upon which the Policy section is based**

<b>CCT Policy area</b>	Policy for Quality Assurance
<b>Statutory &amp; System Wide Basis</b>	The Irish Qualifications and Quality Act (Education and Training), 2012; European Standards and Guidelines for QA in the European Higher Education Area, QQI Core Statutory Quality Assurance Guidelines
<b>Related CCT Policies / Forms</b>	Declaration of Potential Conflict of Interest Records CCTP803 – Staff Code of Conduct CCTP403 – Programme Review and Revalidation