

## External Reviewer Code of Conduct

As an External Reviewer participating in a Quality Review at Trinity College Dublin you are asked to concur with the Code of Conduct outlined below. The aim of the code is to protect the integrity of the Quality Review and the credibility of the review report and recommendations arising from the review.

- Invitees to act as an External Reviewer, are asked to declare any conflict of interest, professional or personal links with key personnel of the unit under review that has occurred within a timeframe of the last 5 years e.g. acted as an external examiner, collaborator or has been through the College's recruitment process as a candidate etc.
- Once confirmed as a reviewer, agree not to have any contact the unit under review in the lead up to the on-site visit.
- Upon receiving the Self-Assessment Report (SAR), the appendices; and the Terms of Reference for the review, undertake to read the documentation prior to the pre-review Teleconference to avail of the opportunity to ask questions, clarify understanding, and request any additional information before the on-site visit.
- Agree not to make any arrangements to meet with members of the College community and in particular with any member of the unit under review immediately prior to, during, or immediately after the on-site visit, until such time as the final Review Report is submitted.
- From a data protection and information compliance policy perspective, agree to:
  - keep all electronic and hard copy documents secure and confidential;
  - shred, delete or return any unwanted documents to the Quality Office at the end of the review, for safe disposal;
  - not to disclose any personal, confidential or commercially sensitive information regarding Trinity or the unit under review, received in the context of the review.
- I agree to work with other members of the External Review Team to deliver a review report that responds to the Terms of Reference for the Review within the timeframe provided by the Quality Office.