

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

Policy Name	Policy on Assessment Involving Near Relatives and Colleagues
Policy Number	KE 013
Approved by	Academic Senate
Date of Original Approval	October 16, 2022
Contact Office	Office of the Registrar

1.0 Preamble

Conflict of interest could arise when near relatives (defined as a partner/spouse, child, sibling, parent or grandparent), or colleagues are to be examined by faculty.

2.0 Procedures

2.1 To minimize unfair advantage or disadvantage under such conditions of potential conflict of interest, and because justice may not be seen as being done by others, inside or outside the University, as a general principle, the University discourages assessment, preparation of a University examination paper, involvement in Viva Voce examination, or decisions determining pass/fail or promotion to the next level of studies, by near relatives or colleagues.

2.1.1 Where faculty have taught in courses in which near relatives or colleagues are students/course participants, it may be necessary for them to be involved in contributing questions based on content taught by them, to the question bank.

3.0 Where there is likely to be a potential conflict of interest as stated above, the concerned faculty should inform the relevant Examination/Course Coordinator. Failure to do so will be considered a serious violation subject to disciplinary action.

4.0 Where the Examination/Course Coordinator is cognizant of potential conflict of interest as stated above, s/he will confer with the Dean who will appoint an alternate examiner. When there is insufficient expertise in the University for the examination papers to be developed or assessed by someone other than the faculty in question, the Dean/Director may appoint an examiner external to the University.

5.0 In all matters concerning decisions on assessment of near relatives and colleagues the decision of the Dean will be final.