



**UNIVERSITY OF ENGINEERING AND TECHNOLOGY,
MARDAN**

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Office of the Registrar

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NOTIFICATION

On the recommendations of the 20th meeting of the Academic Council held on 15.11.2025, the Syndicate, University of Engineering & Technology, Mardan, in its 22nd meeting held on 22.11.2025, approved UET Mardan Policy for Conflict of Interest (Annexed).

Registrar

Copy to:

1. Dean, Faculty of Engineering & Computing, UET Mardan.
2. All Heads of the Departments, UET Mardan.
3. Director Academics, UET Mardan.
4. Director QEC, UET Mardan.
5. Deputy Registrar Academics, UET Mardan.
6. P.S to Vice-Chancellor, UET Mardan.
7. Master File.

Registrar
University of Engineering &
Technology, Mardan

Conflict of Interest Policy



**University of Engineering and Technology
Mardan**

Table of Contents

1. Introduction.....	3
2. Purpose of the Policy	3
3. Scope.....	3
4. Definition of Conflict of Interest	3
5. Disclosure Requirements	4
6. Types of Conflict of Interest	4
7. Conflict Disclosure and Management Process.....	4
7.2 Assessment of the Conflict	4
7.3 Managing the Conflict	5
8. Training and Awareness	5
9. Consequences of Violations.....	5
12. Monitoring and Review	6
Conflict of Interest Disclosure Form	7

1. Introduction

This Conflict of Interest (COI) Policy ensures that UET Mardan operates with transparency, integrity, and fairness in all academic, administrative, and operational activities. It aims to identify, disclose, and manage conflicts of interest that could potentially or actually compromise the objectivity of the university's faculty, staff, administration, boards, forums and other stakeholders.

The policy applies to all employees of the University and members of academic and administrative boards/forums/committees, external evaluators, and collaborative partners who are involved in activities that may present conflicts of interest.

2. Purpose of the Policy

The purpose of this policy is to:

- Promote transparency and integrity by ensuring that decisions are made without personal bias.
- Prevent conflicts of interest from compromising the best interests of the University and its stakeholders.
- Safeguard academic and administrative functions from personal or professional conflicts, ensuring that decisions are made in the best interest of the University.
- Maintain the trust and reputation of the University by implementing clear procedures for identifying, managing, and resolving conflicts of interest.

3. Scope

This policy applies to all individuals associated with UET Mardan, including:

- Faculty Members and Research Staff.
- Administrative and Support Staff.
- Members of Academic and Administrative Boards/Forums/Committees.
- External Reviewers and Evaluators.
- Collaborative Partners, Contractors and Consultants.

4. Definition of Conflict of Interest

A Conflict of Interest arises when an individual's personal, financial, or professional interests interfere, or appear to interfere, with their objectivity in performing their duties at UET Mardan. It may arise in various contexts, including:

- **Personal Relationships:** Any familial ties (e.g., parent, child, sibling, spouse, or close relative) or close personal relationships (e.g., friendships, partnerships) that could compromise, or reasonably appear to compromise, academic, administrative, or business decisions.

- **Financial Interests:** Investments, ownership, or financial stakes in companies that have dealings with the University.
- **Employment or Consulting Relationships:** Other employment or business interests that may affect impartiality in decision-making.
- **Influence on University Decisions:** Situations where personal or financial interests could affect decisions related to procurement, recruitment, academic assessments, etc.

5. Disclosure Requirements

- Individuals having Conflict of Interest covered by this policy must immediately report the COI immediately to the Registrar of the University through Head of the Department/Section. This applies whether the conflict is perceived, potential, or actual.
- **Update Disclosures Regularly:** If circumstances change and new conflicts arise, individuals must update their disclosures promptly.

6. Types of Conflict of Interest

Conflicts of interest may arise in several forms:

- **Personal Conflicts:** When personal relationships or interests influence an individual's professional judgment.
- **Financial Conflicts:** When personal financial interests (e.g., ownership of stocks, consulting agreements) conflict with university duties.
- **Research Conflicts:** When research decisions, project choices, or research funding are influenced by external financial interests or affiliations.
- **Commitment Conflicts:** When external activities (e.g., consulting or outside employment) consume so much time and attention that they interfere with the individual's responsibilities at the university.
- **Hiring Conflicts:** When personal relationships influence recruitment or promotion decisions (e.g., hiring a friend or relative without fair competition).

7. Conflict Disclosure and Management Process

7.1 Reporting a Conflict

Employees, faculty members, and staff must disclose any potential or actual conflicts by submitting a detailed written disclosure to the Registrar through head of department/section. The disclosure must include all relevant facts, including the nature of the conflict, the individuals involved, the potential or actual financial interests, and any relationships that may create a bias.

7.2 Assessment of the Conflict

The Registrar, in consultation with relevant stakeholders, will assess the significance of the conflict and its potential impact on the University's operations. If necessary, the conflict will

be escalated to a Conflict of Interest Committee (COIC) to be constituted with the following composition:

i.	Registrar	Convener
ii.	One Professor (to be nominated by the Vice Chancellor)	Member
iii.	One Representative from the Administrative Officers (to be nominated by the Vice Chancellor)	Member
iv.	External Experts (if required) (to be nominated by the Vice Chancellor)	Member
v.	Deputy Registrar (Estt.), UET Mardan	Secretary

ToRs of the COI Committee are as under:

- Review COI disclosures and propose appropriate solutions.
- Ensure compliance with this policy.
- Maintain a record of conflicts and their resolutions.

7.3 Managing the Conflict

Whenever, a COI arises, one or more of the following should be exercised:

- **Recusal:** Individual(s), having COI, may be required to recuse themselves from decisions that could be influenced by the conflict.
- **Modification of Duties:** Individual(s), having COI, duties may need to be adjusted to avoid the conflict.
- **Divestiture:** The individual may be required to divest from any conflicting financial interests (e.g., selling shares in a company that does business with the university).
- **Termination of Conflicting Relationships:** If a conflict cannot be managed or mitigated, the relationship may be terminated (e.g., ending a consulting agreement with a vendor).

8. Training and Awareness

UET Mardan will conduct regular training sessions to ensure that:

- All stakeholders understand what constitutes a Conflict of Interest.
- The procedures for disclosing and managing conflicts are clear.
- Employees and all other stakeholders are aware of the importance of transparency and ethical conduct in all University's activities.
- A culture of integrity and openness is fostered at the University.

9. Consequences of Violations

Violations of this policy may result in disciplinary actions as per Statutes and rules of the University depending on the nature severity of the violation.

10. Alignment with HEC's Guidelines

In line with HEC guidelines, UET Mardan's COI policy adheres to:

- **Graduate Education Policy 2023:** Ensuring unbiased decision-making in graduate education.
- **Anti-Plagiarism Policy:** Mandating recusal for individuals with conflicts of interest in plagiarism review processes.
- **Quality Assurance Framework:** Requiring COI policies for internal and external reviewers to maintain academic integrity.
- **All other Policies, Statutes and Rules:** Ensure unbiased and transparent decisions.

12. Monitoring and Review

This policy may be reviewed by the COIC periodically to ensure its effectiveness and recommend revision if needed.

Conflict of Interest Disclosure Form

The Disclosure Form shall be submitted by an employee or any other stakeholder for a potential or actual conflict of interest.

Employee's Name: -----

Department/Section: -----

Designation:----- **Employee id:** -----

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest.

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Employee's Signature _____ Date _____

Review by Head of Department (HoD)/Head of Section:

Comments:

Name & Signature _____ Date _____

Review by the Registrar:

Recommendations/Comments:

Name & Signature: _____ Date _____