



Greenwich University

Policy Title:	CONFLICT OF INTEREST POLICY		
Custodial Office:	Registrar Office	Policy Number:	GU/SKM-R/2021-88/11
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Related Documents:	GU Policy Manual	Next Review:	February 2028
Revision:	Every three years		

N.B: This policy may be amended at any time without prior notice. All revisions shall supersede any previous versions and shall take effect immediately upon approval.

QUALITY ENHANCEMENT CELL
GREENWICH UNIVERSITY

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1. Policy Statement

Greenwich University Karachi is committed to maintaining the highest standards of integrity, transparency, and ethical conduct in all academic, research, administrative, and financial activities.

The University requires all members of its community to avoid situations where personal, financial, or relational interests may conflict, or appear to conflict, with the interests of the University.

All conflicts of interest must be disclosed, recorded, and appropriately managed to safeguard institutional credibility and public trust.

2. Purpose

This policy aims to:

- Identify, prevent, and manage conflicts of interest
- Ensure transparency in decision-making, research, and financial activities
- Protect the integrity of academic and research processes
- Establish a clear system for disclosure, registration, and monitoring of conflicts

3. Scope

This policy applies to:

- All faculty members
- Administrative and management staff
- Researchers and project personnel
- Students involved in research activities
- Consultants, contractors, and external collaborators

It covers all University-related activities including teaching, research, procurement, partnerships, and subcontracting.

4. Definition of Conflict of Interest

A conflict of interest arises when an individual:

- Stands to benefit personally (financially or non-financially), or

- Has relatives, friends, or associated entities that may benefit

from decisions, research activities, contracts, or transactions connected with the University.

This includes:

- **Actual Conflict** – direct personal benefit exists
- **Potential Conflict** – possibility of benefit exists
- **Perceived Conflict** – situation appears to create bias, even if none exists

5. Policy Principles

- Decisions must be made **objectively and in the best interest of the University**
- Personal interests must not influence professional responsibilities
- Transparency through **timely disclosure** is mandatory
- All conflicts must be **formally recorded and monitored**

6. Disclosure and Registration of Conflicts

6.1 Mandatory Disclosure

All individuals must disclose any actual or potential conflict:

- As soon as they become aware of it
- Before participating in related decision-making or research activities

6.2 Disclosure Channels

Disclosures must be submitted in writing to:

- Head of Department / Line Manager
- Dean / Director
- Registrar Office or Administration

6.3 Annual Declaration

- Faculty and relevant staff must submit annual conflict of interest declarations
- These include:
 - External employment or consultancy
 - Financial interests
 - Research collaborations and funding sources

6.4 Conflict Register

- All disclosed conflicts shall be recorded in a **central Conflict of Interest Register**
- Maintained by the Administration / HR / QEC

7. Monitoring and Management

7.1 Review Process

- Disclosures are reviewed by:
 - Deans / Department Heads
 - Administration / HR
 - Relevant research or audit bodies

7.2 Conflict of Interest Committee

A dedicated **Conflict of Interest Committee** shall:

- Review complex or high-risk cases
- Develop management plans
- Ensure policy compliance
- Provide training and awareness

7.3 Management Measures

Where a conflict exists, the University may:

- Restrict involvement in decision-making
- Require recusal from committees or projects
- Modify roles or responsibilities
- Approve with conditions or reject the activity

8. Conflict of Interest in Research

All research activities must adhere to the highest ethical standards:

- Researchers must disclose:
 - Financial interests
 - Relationships with sponsors, subcontractors, or collaborators
- No individual may influence research outcomes for personal gain
- Transparency must be maintained in:
 - Funding sources

- Data integrity
- Publication of results

9. Examples of Conflict of Interest

Conflicts may include, but are not limited to:

- Awarding contracts to relatives or associated businesses
- Financial interest in vendors, subcontractors, or research sponsors
- Use of University resources for personal benefit
- Exploitation of students or research for private gain
- External commitments affecting University responsibilities

10. Responsibilities

Employees / Faculty

- Disclose conflicts honestly and timely
- Update disclosures when circumstances change
- Comply with management decisions

Management

- Ensure proper review and documentation
- Maintain the conflict register
- Promote transparency and accountability

Committee

- Monitor implementation
- Handle complex cases
- Recommend corrective actions

11. Non-Compliance

Failure to disclose or manage conflicts of interest may result in:

- Disciplinary action
- Suspension or termination
- Withdrawal from research projects
- Legal action where applicable

12. Appeals

Individuals may appeal decisions related to conflict management:

- Appeals must be submitted in writing
- Reviewed by the Conflict of Interest Committee
- Final decision issued based on institutional procedures

13. Policy Review

This policy shall be reviewed every **3 years** or as required by:

- Regulatory authorities (e.g., HEC Pakistan)
- Institutional governance needs

14. Effective Date

This policy shall come into effect upon approval by the competent authority (Vice Chancellor / Board of Governors).

15. Conclusion

Greenwich University Karachi is committed to ensuring that all academic, administrative, and research activities are conducted with integrity, transparency, and accountability, free from undue personal or financial influence.