

Appendix 3: Rules of the Database

For the purpose of these rules:

- *'Database'* means the INQAAHE Database on Good Practices in Quality Assurance namely GPQA available on the INQAAHE web site;
- *'Contributor'* means a quality agency that has been invited to submit a specific Good Practice for entry into the GPQA Database.
- *'Validation'* means that INQAAHE or another party acceptable to INQAAHE has independently validated the Good Practices as adding value to the QA practices and outcomes.

The Rules

- Participation by Contributors is entirely voluntary, and any refusal on their part to participate is fully without prejudice.
- All Good Practices must meet the template requirements specified by INQAAHE and must pass validation and referee checks before being included in the Database. INQAAHE reserves the right to make editorial amendments in terms of spelling, grammar, style, consistency and clarity at its complete discretion.
- Contributors have an obligation to disclose any information to INQAAHE that may affect the continued inclusion of the Good Practice into the Database. In particular, they must attest to their ownership of the intellectual property and the accuracy of all representations they have made in respect of the Good Practice at the time of submission.
- The Contributor grants to INQAAHE ownership of the intellectual property of the submission for the sole purpose of its use within the Database.
- Only INQAAHE will have write-access to the Database (other than for the associated Discussion Lists).
- All entries into the Database are determined at INQAAHE's complete discretion.
- A Good Practice may be cancelled (removed from the Database) at any time at INQAAHE's complete discretion. Guidelines for deciding to cancel a Good Practice include, for example, new information becoming available that casts doubt as to its continued status as a Good Practice in accordance with INQAAHE's criteria, or that casts doubt as to the provider's intellectual property rights.
- Contributors may ask INQAAHE to withdraw their Good Practice/s from the Database at any time at the Contributor's complete discretion and without prejudice.
- Each Good Practice will be reviewed after three years and will generally lapse (i.e. be removed from the Database) at that time unless compelling reasons are found for its continuance. This rule is to ensure that Good Practices are kept current and relevant in a fast-changing context.
- INQAAHE reserves the right to change these rules at any time by posting the changes to the Site. Contributors are responsible for regularly reviewing these rules to obtain notice of such changes.

General Disclaimer

Whilst INQAAHE and the Contributors make reasonable efforts to respectively select and prepare good practices for inclusion in the Database, INQAAHE and the Contributors, to the extent permissible by all applicable laws, absolve themselves and each other of any and all liabilities for:

- any errors or omissions in, or the availability of, the Database;
- any action or inaction that an individual or organisation may take on the basis of the content contained in the Database;
- any loss, injury or damage (including but not limited to direct, indirect or consequential loss) sustained as a result of any action or inaction by an individual or organisation based on the information contained in the Database.

Agreement

Submission by the Contributors of a Good Practice for entry into the Database will constitute agreement and consent on their part to these rules.