

BEYKOZ UNIVERSITY

ETHICS COMMITTEE DIRECTIVE

Approved by, date and number : Senate, 30.05.2019 / 5
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Purpose

Article 1 – The purpose of this directive is to regulate the ethical principles and rules related to the activities that academic and administrative units operating within Beykoz University will carry out in areas such as scientific research, publication, education / training and community service, as well as in their relations with society and various stakeholders in general, and the structure, duties and the application principles of the ethical committee to be established within this framework.

Conceptual Framework

Article 2 – Universities are institutions formed by individuals from every walk of life, who have multi-dimensional relations with each other and with various layers of society. Within the university structure, these individuals can develop not only educational / instructional relationships like the ones between academic staff and participating students but also the research-oriented relationships seen in the scientific studies of academic staff. Various departments of the university both interact with each other as in their usual operations and can also engage in dialogue with various social groups and individuals in the social activities that the university focuses on. On this basis, all university staff working in academic, administrative, technical and service fields are expected to comply with the ethical principles put forward with a common understanding as well as legal regulations in their relations with each other and with the society. In order for the university to fulfill its responsibilities and duties effectively and to work healthy, it is imperative that high ethical standards be dominated in all relations between individuals and institutions, based on maximum respect for human rights and dignity. For exactly this reason, it is crucial to spread awareness of ethical issues to the university, to encourage ethical sensibilities and attitudes with the voluntary contributions of institution members, and to develop an approach that aims to raise awareness of university employees about ethical corporate values at all levels. What is essential is not to impose sanctions on the culpable ones in case of rule violations, but to adopt ethical principles as part of the corporate culture and to prevent actions that contradict ethical principles. The ethical committee established with this directive aims to ensure that ethical principles are developed as an indispensable element of the corporate culture and that actions compatible with general principles are taken when, despite all efforts, manners and actions contrary to ethical principles are seen.

Fundamental Ethical Principles and Values of the University

Article 3 – Beykoz University adopts universal ethical principles regarding higher education life and performance of academic activities. Honesty; Respect for human dignity, the right of individuals to develop their autonomous individual beings as part of social processes; Adherence to the principles of equality of different genders and sexual orientations in social processes, the sense of justice and academic freedom; Promoting the culture of coexistence in the face of any approach that reveals ethnic, cultural, class and religious diversity as a reason

for discrimination; The acceptance of the social responsibility of scientists as a natural result of scientific production; Sensitivity to the environment, nature and the right of all living creatures to exist in their own living spaces constitute the fundamental principles of Beykoz University's ethical principles. These principles should be embraced by all university members in scientific research, artistic production, publishing, education and training, community service processes and stakeholder relations. These ethical principles constitute the main criterion in evaluating the actions of university members on an ethical basis.

In addition, adhering to the basic principles of the relevant scientific discipline in the processes of scientific research, targeting the highest possible level of objectivity on the basis of reflexivity, being based on the methods and rules that will ensure the validity of the achieved results at the maximum level, respect for the right to life of all living creatures, not harming the society and individuals intentionally and informing all authorities about such possible risks, conducting research with free will, and not compromising the principles of academic freedom are the fundamental ethical principles that should be taken into consideration by scientists working within the structure of Beykoz University. In the publications of the members of the institution, it is necessary for ethical understanding and maturity to include the names of the contributors in the design, planning, and execution stages of the research, which is the basis of the publication, to give a complete and correct source, to cite in the form and accuracy required, and to specify the supporters of the research while avoiding ethical violations such as plagiarism, deliberate distortion of scientific findings, re-publishing old texts without enriching them with new findings and analysis, the inclusion of people who do not actually exist in the list of authors or who have not contributed to the work and deliberate negligence of the fundamental scientific principles of the relevant discipline.

Scope

Article 4 – (1) This Directive covers the following issues:

- a) The structure, duties and operating methods of the Ethics Committee,
- b) Issues regarding the application to the Ethics Committee and related evaluation processes,
- c) Research ethics issues related to all kinds of scientific research, studies, projects and artistic activities carried out by the university members at the University,
- d) Publication ethics issues related to scientific studies (seminars, panels, conferences, workshops, etc.) published in domestic and international magazines and all kinds of press organs with the University address,
- e) Issues concerning the academic and service ethics of university members,
- f) Ethical issues arising in the University's community service process,
- g) Ethical issues related to the University's relations with its stakeholders,
- h) Ethical issues related to the relations between different departments and employees of the University,
- i) Ethical issues arising in the educational processes at the university,
- j) All issues related to research, publication, academic and service ethics that fall outside the scope of these issues and expert ethics committees.

(2) Research to be carried out outside the university or with the support of public institutions can be evaluated provided that the institution or institution to which the applicant researcher belongs does not have an Ethics Committee.

Legal Basis

Article 5 –

This Directive has been prepared on the basis of Article 14 and 42 of the Law No. 2547 and the Higher Education Council Scientific Research and Publication Ethics Directive.

Definition of Terms

Article 6 – (1) The terms that appear in this Directive shall refer to the following:

- a) Ethics Committee: Beykoz University Ethics Committee
- b) Stakeholders: Real and legal persons in connection with the institution in terms of the duties and activities of the University,
- c) Rector: Rector of Beykoz University,
- d) University Members: Academic and administrative staff working full-time and part-time at the University and its affiliated units, and students limited to these Directive issues,
- e) Senate: Beykoz University Senate,
- f) Expert Ethics Committees: Ethics committees established at the University, making evaluations and expressing opinions on all kinds of scientific research on humans and animals,
- g) University: Beykoz University,
- h) University Units: Relevant units defined in the Higher Education Law No. 2547.

Structure of the Ethics Committee, Qualifications of its Members and their Term of Office

Article 7 – (1) Ethics Committee consists of the Deans and Directors of the relevant units appointed by the Rector with the proposal of the University Senate, and / or one representative for each deputed by themselves and 7 faculty members. The members elect a chairman and a vice chairman among themselves.

(2) The term of office of the Ethics Committee Members is 3 (three) years. A member whose term of office has expired can be reappointed.

(3) A person appointed by the University General Secretariat executes the secretariat of the Ethics Committee.

(4) Faculty members who have received disciplinary penalties or who have been given an ethical violation or ethical negligence decision cannot be elected as members of the Ethics Committee. During the membership of the Ethics Committee, the member of the Ethics Committee who receives such a penalty is excluded from membership.

(5) In case of not attending three consecutive meetings without permission and excuse within a calendar year, or not attending the Ethics Committee meetings for more than three months, even if there is a legal reason found, or taking a long-term abroad leave, or obtaining a medical report for more than three months, leaving the university, or withdrawing from membership of the Ethics Committee, the membership ends.

(6) Withdrawal from membership of the Ethics Committee or the decline of membership enters into force upon notification of the Rector's approval to the concerned person. With the recommendation of the University Senate, a new member is appointed by the Rector to complete the remaining term of office of the member who has withdrawn or excluded from the membership of the Ethics Committee.

Duties and Powers of the Ethics Committee

Article 8 – Ethics Committee has the following duties and powers:

- a) To make evaluations and provide opinions based on sufficient and convincing evidence in line with ethical behavior principles and rules about the ethical problems arising in science, publication, education and service activities in the academic and administrative units of the University and in the relations of the University with the society and its stakeholders,
- b) To create new principles and rules when necessary,
- c) To determine the application methods of ethical principles and rules,
- d) To develop ethical principles and policies to be based on at the University,
- e) To organize research, publication and service ethics education and similar studies in order to spread ethical life culture and gain ethical sensitivity within the University,
- f) To make proposals to the Rector's Office for the establishment of expert ethics committees or sub-commissions if deemed necessary,
- g) To conduct studies and make suggestions for the integration of the practices of expert ethics committees or sub-commissions with the Fundamental Ethical Principles and Values adopted by the University,
- h) To provide training to those who will work in expert ethics committees or sub-commissions,
- i) To ensure coordination between expert ethics committees or sub-commissions, and to cooperate with these committees or commissions,
- j) To work in complete confidentiality on ethical issues and problems about which it makes evaluations, makes decisions and forms opinions.

Meeting of the Ethics Committee

Article 9 – (1) Ethics Committee meets with the absolute majority of the total number of its members upon the call of its chairman with the agenda. Members are informed in writing about the date, time and agenda before the meeting. If deemed necessary, additional agenda is given to members during the meeting.

(2) Ethics Committee may also meet extraordinarily, upon the call of its chairman, if necessary.

(3) Ethics Committee meetings are conducted under the chairmanship of the Vice Chairman in the absence of the Chairman.

Operating Method of the Ethics Committee

Application Principles

Article 10 – (1) Ethics Committee conducts its works according to the Ethics Committee Operating Method (Annex-1).

(2) The issues to be examined by the Ethics Committee and the files to be evaluated are transferred to the Ethics Committee by the Rector.

(3) Applications to the Ethics Committee are made in person or by mail with a wet signed petition and the necessary attachments and “confidential” statement. The authority to accept and evaluate the applications belongs to the Ethics Committee, documents that do not comply with the application conditions are not evaluated.

(3) If an application that has been previously examined and decided by the Ethics Committee is repeated without new evidence, the application is not evaluated.

(4) Ethics Committee decisions cannot be shared with third parties other than those concerned.

Effect

Article 11 –This Directive is effective from the date of its acceptance by Beykoz University Senate.

Execution

Article 26- The provisions of this directive are executed by the University Rector.

ANNEX-1

BEYKOZ UNIVERSITY ETHICS COMMITTEE WORKING PRINCIPLES

A. Fields of Activity of the Ethics Committee

- 1) Ethical Principles and Values: National and international ethical principles and values.
- 2) Ethical Violation: Intentional actions that do not comply with ethical principles and rules in scientific research and publication, education and training and service activities, as well as relations with the society and stakeholders within the framework of the duties, powers and responsibilities of an academic and scientific institution.
- 3) Ethical Negligence: Unintentional actions based on negligence, inattentiveness, ignorance, and inexperience in complying with ethical principles and rules in scientific research and publication, education and training and service activities, as well as relations with the society and stakeholders within the framework of the duties, powers and responsibilities of an academic and scientific institution.
- 4) Plagiarism: Presenting others' ideas, methods, data, applications, articles, shapes or works as if they were partially or completely his/her own works without citing their owners in accordance with scientific rules.
- 5) Fabrication: Producing data that is not based on research, editing, modifying, reporting or publishing the already presented or published work based on unrealistic data, making undone research look like it has been conducted.
- 6) Distortion: Falsifying research records and obtained data, making methods, devices and materials that have not been used in the research look like they have been used, evaluating data that do not comply with the research hypothesis, playing with data and / or results in order to adapt them to the relevant theories or assumptions, distorting or shaping research results in line with the interests of the individuals and organizations from which support is received.

- 7) Republishing: Republishing the findings obtained as a result of a research process without enriching them with additional analysis and discussions in a way to include different perspectives, and presenting these publications as separate works in academic appointment and promotion juries.
- 8) Dissection: Presenting the results of a research as separate works in academic appointments and promotions by breaking them into the pieces contrary to the purpose of the research and by making numerous publications without reference to one another.
- 9) Unfair Authorship: Including people who do not have an active contribution among the authors without receiving opinions, or having them included, removing those who have an active contribution from the authors during publication or in subsequent editions, or having them removed, and changing the author's order in an unjustified and inappropriate manner.
- 10) Other Ethical Violations: All ethical violations other than the above-mentioned ethical violations.

B. Working Principles of the Ethics Committee

- 1) When the Ethics Committee reaches the allegation of an ethical violation, it primarily evaluates whether this act constitutes a disciplinary action or not. If it is believed that the subject of ethical violation also constitutes a disciplinary crime, it reports the situation to the Rectorate for the disciplinary proceedings to be done on time.
- 2) The Ethics Committee conducts its evaluations over the file, and can get written or verbal information from the relevant people when necessary.
- 3) Each file that reaches the secretariat of the Ethics Committee is included in the agenda of the most recent meeting to be held by the Ethics Committee Chairman. The Chairman appoints a rapporteur in line with the opinions of the members. The rapporteur's identity is kept confidential. The rapporteur has the right to withdraw from this duty, provided that he / she informs the Ethics Committee in writing about his / her valid and justified reasons.
- 4) The Rapporteur can obtain written information about the file from the University members through the Ethics Committee secretariat. These documents are included in the Ethics Committee evaluation file.
- 5) The rapporteur can apply to the Ethics Committee to ask for opinion, when he / she deems it necessary. The Ethics Committee determines the consultant to be consulted about the issue in writing. The nature and scope of the opinion is also communicated to the consultant in writing. A copy of the consultant's opinion is forwarded to the Secretariat of the Ethics Committee to be kept in the relevant file. The identity of the consultant is kept confidential.
- 6) The Ethics Committee may invite the interested people to listen, when it deems necessary. If people accept this invitation, only questions about their subject are asked to the guests during the session held. The members of the Ethics Committee make the assessment on the information obtained after the person invited leaves the meeting.
- 7) The Ethics Committee may consult the opinions of the experts from the University or from outside the University, if it deems necessary, and invite the experts to the relevant

sessions. Experts complete their work on the file referred to them by the Ethics Committee within the specified time and present the opinion they prepared to the Ethics Committee in accordance with the request. When needed, experts can be given additional time.

- 8) The rapporteur completes his /her review within a month at most and presents his / her views at the next Ethics Committee meeting. At the meeting, the situation examined is evaluated by the related information, documents and evidences and a conclusion is reached. Members of the Ethics Committee can request any information from the rapporteur if they deem necessary, and examine the documents and records. At the end of the presentation, the Ethics Committee makes a decision about the request.
- 9) The complainant or the person or people subject to the ethical complaint may present their information and opinions on the issue to the Ethics Committee in writing or verbally. Those who will make an oral presentation are invited to be heard on the date the Ethics Committee deems appropriate. Hearing those reporting excuses is postponed to a later date. People who do not attend the meeting to which they are invited without any excuse or who do not provide written opinion within the term are deemed to have given up this right. In this case, the Ethics Committee makes evaluations and gives opinions based on the information and evidence in the relevant file.
- 10) The Ethics Committee conducts the correspondences to be made with other organizations during the examination and evaluation through the Rectorate.
- 11) Ethics Committee makes its evaluations within the framework of law-ethics. The examination criteria are based on the applicable legislation, the University's Basic Ethical Principles and Values, international conventions, national and international declarations, and universally established ethical principles and rules. When faced with an ethical problem that is not included in national or international texts, the Ethics Committee may establish a principle or rule about it.
- 12) The Ethics Committee makes its decision with the absolute majority of those attending the meeting. In case of equality of votes, a decision is made by the Chairman's vote. The decision taken is prepared in the final report, together with the reasons for the ethical judgments, and signed by all members attending the meeting. Members who vote against the decision add their justified decisions to the final report. Members cannot cast abstaining votes.
- 13) The member whose file is interviewed in the Ethics Committee cannot participate in the discussions and voting on the agenda item in question.
- 14) The Ethics Committee examines whether the actions subject to the application file are plagiarism, fabrication, distortion, republishing, dissection, or unfair authorship defined in Article 4, provided that they are within the scope of Article 2 of this Directive. Considering that the action subject to the application is of the aforementioned nature, the Ethics Committee decides on an ethical violation or ethical negligence. The Ethics Committee submits the report of its opinion and / or suggestion that includes its decision to the Rector.
- 15) The Ethics Committee maintains all documents and files sent and all correspondence in the review and evaluation process in accordance with the confidentiality principle and the relevant legislation.

- 16) The secretarial works of the Ethics Committee are carried out by the personnel appointed by the Secretary General.
- 17) The evaluation of the applications in the first paragraph is essential, and the Ethics Committee evaluates its investigations regarding the allegations of ethical violation / ethical negligence in light of the following principles:
- 18) The Ethics Committee issues an invitation to the person who has allegations of ethical violation / ethical negligence, stating that an ethical investigation has been initiated.
- 19) The Ethics Committee includes the act that forms the basis for allegations of ethical violation / ethical negligence in the invitation.
- 20) The Ethics Committee takes into consideration that there is minimum 7 days between the notification of the invitation and the defense in order for the concerned person to make the defense and asks the person to be present to make his / her defense on the determined day, hour and venue.
- 21) The Ethics Committee informs the concerned person that s/he can give his /her defense in writing or verbally, if s/he does not provide the defense without any excuse, s/he gives up his / her right to defense, and in that case, the Ethics Committee can decide in line with the documents and evidence in the file.
- 22) The Ethics Committee cannot make an ethical violation / ethical negligence decision about the relevant person, without taking defense, unless the relevant person gives up his / her right to defense.
- 23) In cases where the relevant person makes his / her defense in writing, the Ethics Committee adds the document containing the defense of the concerned person to the file in which an ethical violation / ethical negligence investigation is carried out. After the written defense is presented, the person concerned may be asked additional questions to answer.
- 24) In cases where the relevant person verbally defends, the Ethics Committee writes the defense of the person concerned to the minutes. The minutes include when and where the action was taken, the content of the action, who participated in the action as well as the questions and answers asked.
- 25) The minutes are signed by both the members of the committee and the relevant person, and are issued to be given to the relevant person upon his /her request.
- 26) The person who has been given an ethical violation / ethical negligence decision may ask the Ethics Committee to re-evaluate the decision within one week from the notification of the relevant decision of ethical violation / ethical negligence to him / her.