

BEYKOZ UNIVERSITY

ETHICS COMMITTEE FOR SCIENTIFIC RESEARCH AND PUBLICATIONS

APPLICATION PRINCIPLES FOR THE VIEW OF THE ETHICS COMMITTEE FOR SCIENTIFIC RESEARCH

Approving Authority, Date and Number: Senate, 22.06.2020 / 8

Additions and Amendments: Senate, / ...

Amendment Control Date:

1. The Ethics Committee on Scientific Research and Publications of Beykoz University bases its evaluations of ethics approval applications for scientific research projects on the TÜBİTAK “Information Note on Ethics Committee Approval Document”.
2. The requirement to obtain an ethics opinion from the Beykoz University Ethics Committee on Scientific Research and Publications is independent of any legal permissions that may need to be obtained from relevant institutions and authorities for the research in question. Such permissions, where required, shall be obtained independently and separately from the ethics approval process. In this respect, the Committee takes the TÜBİTAK “Information Note on Legal Special Permit Document” as its basis.
3. Applications concerning issues of scientific research and publication ethics arising from research and publication activities, educational and instructional practices, services provided, and relations with society and stakeholders conducted by Beykoz University faculty members, students, and academic/administrative units shall be made to the Ethics Committee on Scientific Research and Publications of Beykoz University.
4. However, for research requiring medical intervention, applications must be made to the Ethics Committee of the Ministry of Health; for research involving animal use, applications must be made to the Animal Research Ethics Committee. For research involving human participants that does not fall under the categories of medical intervention or animal research, applications may be submitted to the Ethics Committee on Scientific Research and Publications of Beykoz University.
5. To apply to the Ethics Committee on Scientific Research and Publications of Beykoz University, the applicant must be a member of the academic or administrative staff of the University, or must be enrolled in a graduate program, or employed at one of the University’s institutes or research and application centres. External researchers may apply only if the participants to be recruited in the research are personnel or students of Beykoz University.

6. For TÜBİTAK-supported research projects, Beykoz University-supported research projects, individual research projects, and graduate theses involving human participants, researchers who meet one of the above criteria may apply to the Ethics Committee on Scientific Research and Publications of Beykoz University for ethics approval. However, if approval has already been obtained from the ethics committee of another university, a new application shall not be required, and such approval shall be deemed valid for practices conducted within Beykoz University.
7. The following documents are required for application to the Ethics Committee for ethics approval of scientific research projects:
 - Application Petition (addressed to the Chair of the Ethics Committee on Scientific Research and Publications of Beykoz University)
 - Application Form
 - A copy of the project proposal submitted to the relevant institution, unit, or committee for TÜBİTAK-supported, Beykoz University-supported, or graduate thesis projects
 - For individual research projects: a project proposal prepared in the format and content of the Beykoz University Internal Research Project Proposal
 - Informed Consent Form prepared for participants
 - Examples of data collection tools (e.g., surveys, scales) to be administered to participants
 - Written permission from the copyright holder of any data collection tool to be used that was developed by another researcher
 - Content of interviews to be conducted with participants (if applicable)
 - Thesis proposal form for graduate thesis projects
 - Curriculum Vitae of the applicant (responsible researcher or project manager)
 - Curriculum Vitae of the thesis advisor for graduate thesis projects
8. The Ethics Committee on Scientific Research and Publications of Beykoz University operates within the following authorities and limitations:
 - The Committee has no authority to evaluate projects of researchers who do not meet the specified eligibility criteria.
 - The Committee has no authority to reject any project outright; instead, it issues opinions to ensure alignment with the prescribed regulations or may decide that a project cannot be granted ethics approval due to ethical concerns.

- Projects that do not meet application requirements are not evaluated; the applicant is informed and advised to revise the project in line with the requirements.
- Ethics approval is valid only from the date it is granted; it is not retroactive. Therefore, studies in which data collection has already been completed or is ongoing prior to approval are outside the Committee's scope of evaluation.
- Ethics approval remains valid provided that no changes are made in the approved project after the approval date. In the event of any changes, the project owner is obliged to notify the Committee immediately.