

BEYKOZ UNIVERSITY

DIRECTIVE ON SCIENTIFIC RESEARCH AND PUBLICATION ETHICS

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SECTION ONE

Purpose, Scope, Basis and Definitions

Purpose

Article 1 – (1) The purpose of this Directive is to establish the *Scientific Research and Publication Ethics Committee* of Beykoz University, to define its duties, powers, and responsibilities, and to determine the principles and procedures regarding adherence to scientific research and publication ethics in all scientific studies, publications, and activities conducted at the University.

Scope

Article 2 – (1) This Directive covers:

- a) Issues of research ethics related to all kinds of scientific studies, research, and activities conducted by members of higher education institutions or by individuals, whether affiliated or not, during or after obtaining academic titles under the relevant legislation;
- b) Issues of research ethics concerning theses, scientific publications, and research and development projects conducted within the scope of graduate education;
- c) Issues of publication ethics concerning all kinds of publications produced or submitted for publication domestically or abroad by members of higher education institutions in any press, visual, or audio media;
- ç) Ethical violations in biomedical research involving human subjects or in ecological studies carried out by members of higher education institutions.

Basis

Article 3 – (1) This Directive has been prepared based on the *Directive on Scientific Research and Publication Ethics in Higher Education Institutions* enacted by the General Assembly of the Council of Higher Education on 10.11.2016, decision number 2016.23.497.

Definitions

Article 4 – (1) The following terms used in this Directive refer to:

- a) *Chairperson*: the Chair of the Ethics Committee,
- b) *Unit*: any faculty, institute, school, or vocational school affiliated with Beykoz University,
- c) *Subject*: any living being on which research, examination, experiment, or evaluation is conducted,
- ç) *Ethics Committee*: the Beykoz University Scientific Research and Publication Ethics Committee,

- d) *Rector*: the Rector of Beykoz University,
- e) *Senate*: the Senate of Beykoz University,
- f) *University*: Beykoz University.

SECTION TWO

Violations of Scientific Research and Publication Ethics

Ethical Violations in Scientific Research

Article 5 – (1) The following are considered violations of scientific research ethics:

- a) **Plagiarism**: Presenting the ideas, methods, data, applications, written or visual materials of another person, in whole or in part, without proper citation or acknowledgment.
- b) **Fabrication**: Producing false data or results and recording or reporting them as if they were obtained through research.
- c) **Falsification**: Manipulating research materials, devices, or processes, or altering or omitting data so that the research results are misrepresented.
- ç) **Duplication**: Presenting the same research results as separate publications in multiple places without proper reference.
- d) **Slicing (Salami Publication)**: Dividing the results of a research study into multiple parts and publishing them separately in a manner that disrupts the integrity of the study and misleads about the quantity of academic productivity.
- e) **Unjustified Authorship**:
 - Including individuals who did not contribute to the research as authors,
 - Excluding those who made significant contributions,
 - Changing the order of authorship without a valid reason,
 - Using one's influence to be included as an author, or
 - Misusing the position of power to alter authorship order or content.
- f) **Non-disclosure of Support**: Failing to disclose financial support, research sponsorships, or contributions in scientific research and publications.
- g) **Unauthorized Use or Sharing of Data**: Using data obtained through research without the permission of the owner, or sharing such data without authorization.
- ğ) **Obstruction of Research**: Preventing other researchers from accessing research materials, data, or information; damaging, hiding, or destroying such materials for personal advantage.

h) **Misuse of Resources:** Using research funds, infrastructure, or laboratory resources for personal or unrelated purposes.

i) **Violation of Research Ethics Involving Humans and Animals:** Conducting studies involving humans or animals without obtaining necessary ethical approvals from the relevant boards, or failing to adhere to approved protocols.

i) **Violation of Confidentiality:** Disclosing information or data obtained confidentially from research or peer review processes without consent.

Ethical Violations in Scientific Publication

Article 6 – (1) The following are considered violations of scientific publication ethics:

a) Republishing the same article, book, paper, or thesis (or parts thereof) in multiple journals or publishing platforms as if they were distinct works.

b) Submitting the same work simultaneously to multiple journals or publishers.

c) Failing to cite previous studies that are relevant and directly related to the research topic.

ç) Intentionally distorting the content or interpretation of other researchers' work.

d) Using confidential information obtained through refereeing or editing duties for personal benefit.

e) Engaging in biased or dishonest peer review practices.

f) Publishing research results that have not been ethically conducted or approved.

g) Including individuals who did not contribute to the research as authors in publications, or removing those who did contribute.

h) Omitting conflict of interest statements when required.

j) Translating and publishing previously published works without obtaining permission from the copyright holders.

i) Citing irrelevant or fake sources to artificially increase citation counts.

SECTION THREE

Formation, Duties, and Working Principles of the Ethics Committee

Formation of the Ethics Committee

Article 7 – (1) The *Scientific Research and Publication Ethics Committee* is established within Beykoz University to examine ethical issues and alleged violations of research and publication

ethics.

(2) The Committee is composed of at least five members appointed by the Rector from among the full-time faculty members of the University, taking into consideration different academic disciplines.

(3) The Rector appoints one of the members as Chairperson.

(4) The term of office of Committee members is three (3) years. Members whose terms expire may be reappointed.

(5) If a member resigns, retires, or becomes unable to fulfill their duties, a new member is appointed for the remainder of the term.

(6) When necessary, the Committee may invite experts to meetings for consultation purposes, without voting rights.

Duties of the Ethics Committee

Article 8 – (1) The duties of the Committee are as follows:

a) To evaluate allegations and notifications of violations of scientific research and publication ethics.

b) To investigate alleged violations by examining relevant documents, publications, and statements.

c) To prepare reports on its findings and submit them to the Rector for necessary action.

ç) To provide opinions and recommendations on ethical matters related to research and publication upon request.

d) To raise awareness and ensure compliance with ethical standards in all scientific activities conducted at the University.

e) To maintain confidentiality throughout all stages of ethical evaluation processes.

Working Procedures and Principles

Article 9 – (1) The Committee convenes upon the call of the Chairperson.

(2) The Committee meets with the absolute majority of its members and takes decisions by a simple majority of votes.

(3) The Secretariat of the Committee is provided by the Rectorate.

(4) All deliberations, minutes, and reports of the Committee are kept confidential.

(5) Members who have any personal interest or relationship with the subject under investigation may not participate in related discussions or decisions.

(6) The Committee may request written statements from the individuals involved and may consult experts or subcommittees when necessary.

(7) The Committee submits its finalized report to the Rector within thirty (30) days following the completion of the investigation.

(8) The Rector, upon evaluating the Committee's report, may:

a) decide on the necessary administrative or disciplinary action,

b) refer the matter to the relevant judicial or academic authorities, or

c) decide on other measures deemed appropriate.

SECTION FOUR

Miscellaneous and Final Provisions

Confidentiality and Record-Keeping

Article 10 – (1) All information, documents, and reports related to investigations are treated as confidential.

(2) The Committee’s decisions and recommendations are recorded and archived by the Rectorate.

(3) The personal data of individuals involved in investigations are protected in accordance with the *Law on the Protection of Personal Data No. 6698*.

Enforcement and Execution

Article 11 – (1) This Directive enters into force on the date it is approved by the Senate of Beykoz University.

(2) In cases where an academic title has previously been obtained through a work that is the subject of an unethical act, the relevant University shall evaluate whether this title will be revoked as a result of the decision determining the ethical violation.

(3) In the event that unethical actions occur, the consent of the original author, the injured party, or the persons and institutions whose rights are adversely affected shall not relieve the individuals concerned of their responsibilities.

(4) When an act contrary to scientific research and publication ethics is identified, the University shall inform the public institution where the co-authors of the related publication are employed.

(5) Decisions regarding ethical violations shall be reported to the Council of Higher Education within no later than one month.

Confidentiality

Article 12 – (1) The decisions of the Ethics Committee are confidential, except for general regulations. Information regarding the findings of the Ethics Committees shall not be disclosed to anyone other than the persons and institutions specified in this Directive and the applicant.

Re-examination

Article 13 – (1) Applications made with the same allegations regarding works that have previously been examined by the Ethics Committee and for which a substantive decision has been rendered shall not be re-examined. In such cases, it must again be determined by the Ethics Committee that the works and the allegations related to them are entirely identical.

Records Concerning Ethical Violations

Article 14 – (1) The decisions reached as a result of the examinations conducted within the scope of this regulation shall be properly filed and preserved by the University in accordance with the principle of confidentiality.

(2) Complaints and denunciations concerning scientific research and publication ethics regarding persons other than candidates applying for the associate professorship examination shall be evaluated and concluded by the higher education institution to which the accused person was affiliated at the time of the alleged act.

Enforcement

Article 15 – (1) This Directive shall enter into force as of the date of its adoption by the Senate of Beykoz University.

Execution

Article 16 – (1) The provisions of this Directive shall be executed by the Rector of Beykoz University.

About the Repealed Directive

Article 17 – With the adoption of this Directive, the “Beykoz University Ethics Committee Directive,” which was approved by the University Senate on 30/05/2019 by Decision No. 5, is hereby repealed.