

BEYKOZ UNIVERSITY
DIRECTIVE ON SCIENTIFIC RESEARCH AND PUBLICATION ETHICS

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CHAPTER ONE
PURPOSE, SCOPE, LEGAL BASIS, AND DEFINITIONS

Purpose

ARTICLE 1- (1) The purpose of this directive is to define the norms of scientific ethics to be observed in the scientific research, studies, publications, and activities of Beykoz University, and, to this end, to establish the Scientific Research and Publication Ethics Committee and to determine its duties, powers, responsibilities, and working principles and procedures.

Scope

ARTICLE 2- (1) This Directive covers:

- a) (**Amended: STK-26/09/2025-14**) Research ethics issues related to all kinds of scientific research, studies, and scientific activities carried out by members or students of Beykoz University at the stage of obtaining academic titles and thereafter, in accordance with the provisions of the legislation in force, as well as supported and/or conducted scientific research and development projects,
- b) Research ethics issues related to theses and scientific publications produced during graduate education, as well as scientific research and development projects conducted,
- c) (**Amended: STK-26/09/2025-14**) Publication ethics issues related to all kinds of publications published or submitted for publication in all types of national and international printed, visual, and audio media outlets by members of Beykoz University,
- ç) (**Repealed: STK-26/09/2025-14**)

Legal Basis

ARTICLE 3- (1) (**Amended: STK-26/09/2025-14**) This Directive has been prepared based on Articles 14, 24, 42, and 65 of the Higher Education Law No. 2547 and the Directive on Scientific Research and Publication Ethics of Higher Education Institutions.

Definitions

ARTICLE 4- (1) In this Directive:

- a) Chair: Refers to the Chair of the Ethics Committee,
- b) Unit: Refers to a faculty, institute, school, or vocational school affiliated with Beykoz University,
- c) Subject: Refers to living beings on whom research, examination, experimentation, or evaluation is conducted,
- ç) Ethics Committee: Refers to the Beykoz University Scientific Research and Publication Ethics Committee,
- d) Rector: Refers to the Rector of Beykoz University,

- e) Senate: Refers to the Senate of Beykoz University,
- f) University: Refers to Beykoz University.

CHAPTER TWO

ACTS CONTRARY TO SCIENTIFIC RESEARCH AND PUBLICATION ETHICS

Acts Contrary to Scientific Research and Publication Ethics

ARTICLE 5 - (1) Acts contrary to scientific research and publication ethics are as follows:

- a) Plagiarism: Presenting, in whole or in part, the original ideas, methods, data, or works of others as one's own work without proper citation in accordance with scientific rules,
 - b) Fabrication: Using data that do not exist in reality or that have been falsified in scientific research,
 - c) Falsification: Altering research records or obtained data, presenting devices or materials not used in the research as if they had been used, and distorting or shaping research results in line with the interests of persons or institutions providing support,
 - ç) Duplicate publication: Presenting repetitive publications as separate works in academic appointments and promotions,
 - d) Salami slicing: Inappropriately dividing the results of a study into parts in a manner that undermines the integrity of the research and publishing them as multiple publications, and presenting these publications as separate works in academic appointments and promotions,
 - e) Unjustified authorship: Including individuals who have made no active contribution among the authors or excluding those who have, unjustifiably and inappropriately changing the order of authors, removing the names of those who have made active contributions in subsequent editions, or having one's name included among the authors by exerting influence despite having made no active contribution,
- (2) Other types of ethical violations are as follows:
- a) Failing to acknowledge the individuals, institutions, or organizations providing support and their contributions in publications produced as a result of supported research,
 - b) Using theses or studies that have not yet been submitted or defended and approved as sources without the permission of their owner,
 - c) Failing to comply with ethical rules in research conducted on humans and animals and failing to respect patients' rights in publications,
 - ç) Acting in violation of the relevant legislative provisions in biomedical research involving humans and other clinical studies,
 - d) Sharing information contained in a work assigned for review with others prior to publication without the explicit consent of the author,
 - e) Using resources, spaces, facilities, and equipment provided or allocated for scientific research for purposes other than their intended use,
 - f) Making unfounded, inappropriate, and deliberate allegations of ethical violations,
 - g) Publishing data obtained in surveys and attitude studies conducted within the scope of scientific research without obtaining the explicit consent of participants, or, if the research is conducted within an institution, without additionally obtaining the permission of the institution,
 - ğ) Harming animal health and ecological balance in research and experiments,

- h) Failing to obtain, in writing, the permissions required from authorized units prior to commencing research and experiments,
- 1) Conducting research and experiments in violation of the relevant provisions of legislation or international conventions to which Türkiye is a party,
- i) Failing, on the part of researchers and authorized persons, to fulfill the obligation to inform and warn relevant parties about potential harmful practices related to the conducted scientific research,
- j) Failing to use data and information obtained from other individuals and institutions in scientific studies within the permitted scope and manner, failing to maintain the confidentiality of such information, and failing to ensure its protection,
- k) Making false or misleading statements regarding scientific research and publications in academic appointments and promotions.

Cases That Cannot Be Considered Contrary to Scientific Research and Publication Ethics

ARTICLE 6- (1) Provided that the original style and expression of another person are not used verbatim, the use of anonymous information, fundamental knowledge of scientific fields, and propositions such as mathematical theorems and proofs in studies cannot be regarded as ethical violations.

CHAPTER THREE

COMPOSITION, DUTIES, AND WORKING PRINCIPLES AND PROCEDURES OF THE SCIENTIFIC RESEARCH AND PUBLICATION ETHICS COMMITTEE

Composition of the Committee

- ARTICLE 7-** (1) The Beykoz University Scientific Research and Publication Ethics Committee consists of seven faculty members holding the title of professor, selected for a term of two years from among the University's faculty members. The members of the Ethics Committee are appointed by the Rector.
- (2) There must be no finalized judicial or administrative decision indicating that the appointed committee members have committed ethical violations.
- (3) The term of office of an Ethics Committee member found to have committed an act contrary to ethical rules shall terminate upon notification of the Rector's decision to the relevant member.
- (4) A member whose term has expired may be reappointed in the same manner. The membership of a member who fails to attend three consecutive meetings without permission or excuse, or who is on leave for at least six months, shall automatically terminate. For any membership vacated for any reason, a new member shall be appointed in the same manner.
- (5) The Chair of the Ethics Committee is appointed by the Rector. The Chair selects one of the committee members as Vice Chair. Upon termination of the Chair's term of office, the duty of the Vice Chair also terminates.
- (6) (**Amended: STK-26/09/2025-14**) The secretariat of the Ethics Committee is carried out by personnel assigned by the University General Secretariat.
- (7) Where deemed necessary in order to ensure efficiency of operations, separate scientific research and publication ethics committees may be established for the fields of social and

human sciences, health sciences, and science and engineering, as well as for other scientific fields. These committees consist of seven members each, selected for a term of two years by the Rector from among faculty members holding the title of professor in the relevant scientific field at the University. The Chair of the Committee is appointed by the Rector. The Chair selects one of the committee members as Vice Chair. Upon termination of the Chair's term of office, the duty of the Vice Chair also terminates.

Duties of the Committee

ARTICLE 8- (1) The duties of the Ethics Committee are as follows:

- a) To examine allegations of ethical violations; within the scope of such examination, to obtain expert or specialist opinions through the Rectorate when necessary, to conduct correspondence with relevant individuals and institutions, to request information, and to carry out other procedures required within the scope of the examination,
- b) To submit the decisions taken as a result of the examination to the Rector,
- c) To submit proposals to the Rector for the organization of educational activities, in cooperation with relevant units or institutions and organizations, in order to eliminate potential unethical practices in academic, research, and publication ethics,
- ç) To conduct ethical evaluations for scientific research projects and graduate theses involving the University and its academic staff, and to issue ethics committee opinions for research project applications.

Meeting and Decision-Making Procedure of the Committee

ARTICLE 9- (1) (**Amended: STK-26/09/2025-14**) The Ethics Committee convenes and adopts decisions by the absolute majority of the total number of its members. The Ethics Committee meets at least once a month to deliberate on its regular agenda. When necessary, it may also convene extraordinarily upon the call of the Chair. In meetings not attended by the Chair, the Vice Chair presides over the Ethics Committee meetings.

(2) (**Amended: STK-26/09/2025-14**) Meetings are held in closed session. Members may not discuss the content of the files under review with others outside the Committee meeting, nor may they disclose any information regarding the content of such files. Decisions are taken by the majority of the votes of the members present; in the event of a tie, the Chair's vote shall count as two votes. No member may cast an abstention vote.

(3) The Ethics Committee conducts its work personally. However, when necessary, it may also obtain opinions from expert witnesses specialized in the relevant field.

(4) The following persons may not be appointed as expert witnesses or specialists in examinations conducted under this regulation:

- a) The relevant person's graduate thesis supervisors and faculty members who have served on their associate professorship juries,
- b) Faculty members employed at the same university as the relevant person,
- c) The spouse of the relevant person and their blood or in-law relatives up to and including the third degree,
- ç) Persons who have enmity or hostility toward the relevant person.

(5) In the absence of a faculty member in the relevant scientific field in which the person concerned works, expert witnesses may be appointed from among faculty members working

in the closest related scientific field. In addition, a legal expert witness may also be appointed with regard to the legal meaning and scope of the alleged ethical violation. If more than one expert witness is appointed, each expert witness prepares a separate report.

(6) Expert witnesses shall prepare and submit their reports on the subject in accordance with the sample provided, within no later than one month from the date the file is delivered to them. This period may be extended once, for a maximum of one additional month.

(7) Ethics Committee members may not participate in meetings in which allegations of ethical violations concerning themselves, persons with whom they have previously worked, or persons they allege to have committed ethical violations are discussed.

Applications to the Committee and Working Principles and Procedures of the Committee

ARTICLE 10- (1) **(Amended: STK-26/09/2025-14)** Applications regarding the ethical evaluation of a scientific research study and project shall be submitted by means of a petition together with the Ethics Committee Application Form. Applications containing allegations of ethical violations may be submitted to the dean's offices and directorates by petition. The petition shall clearly and in detail state the information regarding the alleged conduct contrary to ethical principles. The allegation shall be substantiated by specifying the person, time, and place. Any documents available shall be attached to the petition, and witnesses and other evidence shall be indicated. Applications submitted to the dean's offices and directorates shall be forwarded to the Ethics Committee by the administrators of the relevant unit.

(2) **(Repealed: STK-26/09/2025-14)**

(3) **(Amended: STK-26/09/2025-14)** A separate file shall be opened for each application. As a principle, the Committee conducts all evaluations based on the file. However, when necessary, it may obtain written or oral information from the relevant persons.

(4) In petitions of complaint and denunciation sent to the University containing allegations of ethical violations, if it is also stated that the persons concerned have an ongoing associate professorship application process, the University shall immediately inquire with the Interuniversity Council Presidency whether the person alleged to have committed an ethical violation has a pending associate professorship application. If the Interuniversity Council Presidency notifies that there is an ongoing associate professorship application, all information and documents related to the allegations shall be forwarded to the Interuniversity Council Presidency.

(5) Persons against whom an investigation has been initiated due to allegations of ethical violations shall be requested to submit their written defenses together with the necessary information and documents regarding the allegations. If the relevant persons fail to submit their defenses within fifteen days from the date on which the request for defense is delivered to them, provided that this situation is stated in the request for defense letter, the Committee may render a decision based on other information and evidence. If the persons against whom an investigation has been initiated request to be provided with a copy of the documents containing the allegations in order to submit their written defenses, they may directly submit their written defenses without a separate decision being taken by the relevant Committee to request a defense. However, in such cases, in order for the investigation to proceed without requesting a written defense again, it is mandatory that the minutes of delivery of the documents containing the allegations explicitly state that, if the defense is not submitted

within fifteen days from the date of delivery, a decision shall be made based on other information and evidence. Where deemed necessary, defenses may also be taken orally.

(6) Decisions to be taken regarding the matters in question shall be put to vote after being discussed in the Scientific Research and Publication Ethics Committee and shall be signed by the committee members. Any member dissenting from the decision shall be obliged to state the justification for their dissenting vote in writing.

(7) (**Amended: STK-26/09/2025-14**) The Ethics Committee shall be fully independent in its activities and shall examine and decide upon applications solely in terms of compliance with ethical principles.

(8) Final decisions taken by the Ethics Committee shall be in the nature of investigation reports and shall be submitted to the Rector for approval or for the adoption of another decision.

(9) Committee members, experts, and expert witnesses may not disclose the information and documents obtained in the course of their examination.

(10) All correspondence with other institutions and organizations during the examination process of the Ethics Committee shall be conducted through the Rectorate.

CHAPTER FOUR MISCELLANEOUS AND FINAL PROVISIONS

Procedures to Be Carried Out Following the Examination

ARTICLE 11- (1) With respect to persons found to have committed acts contrary to scientific research and publication ethics, the University shall carry out the necessary disciplinary procedures and other administrative, legal, and penal actions in accordance with the relevant legislation.

(2) If an academic title has previously been obtained based on a work that is the subject of an unethical act, the relevant University shall also evaluate whether such title shall be revoked as a result of the ethical violation decision taken following the procedures carried out against the person.

(3) In the event that unethical acts occur, the consent of the principal author, injured parties, or individuals and institutions whose rights have been adversely affected shall not eliminate the responsibility of the persons concerned.

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

(5) Ethical violation decisions shall be notified to the Presidency of the Council of Higher Education within no later than one month.

Confidentiality

ARTICLE 12- (1) Except for general regulatory provisions, the decisions of the Ethics Committee are confidential. No information regarding the determinations of the Ethics Committees shall be disclosed to any persons or institutions other than those specified in this Directive and the applicant.

Re-examination

ARTICLE 13- (1) In applications made with the same allegations regarding works that have previously been examined by the Ethics Committee and for which a decision on the merits has been rendered, no re-examination shall be conducted. In such cases, it is required that the Ethics Committee determine that both the works and the allegations concerning them are entirely identical.

Records Regarding Ethical Applications (Amended: STK-26/09/2025-14)

ARTICLE 14- (1) Decisions taken as a result of examinations conducted within the scope of this regulation shall be properly filed and stored by the University in compliance with the principle of confidentiality.

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

(3) **(Amended: STK-26/09/2025-14)** The examination file of the Ethics Committee, together with all documents and copies of correspondence contained therein, shall be retained for a period of two years from the conclusion of the investigation.

Entry into Force

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.

Repeal

ARTICLE 17 – Upon the adoption of this Directive, the Beykoz University Ethics Committee Directive, which was adopted by the decision of the University Senate dated 30/05/2019 and numbered 5, is hereby repealed.