



**REPUBLIC OF TÜRKİYE
YAŞAR UNIVERSITY
ETHICS COMMISSION OPERATING PRINCIPLES AND PROCEDURES**

**SECTION ONE
General Provisions**

Objective

ARTICLE 1– (1) This principles and procedures document is intended to

- a) regulate the rules required for ethical approval applications to the Yaşar University Ethics Commission
- b) the adjudication of ethics violations in scientific research
- c) establish and develop an ethics culture for organizations and institutions, advising and guiding in relation to the issues faced by staff in relation to ethical principles and practices.

Scope

ARTICLE 2– (1) This principles and procedures document covers the evaluation processes for scientific research applications, academic ethics violations, and ethical behavior violations of staff.

Legal basis

ARTICLE 3– (1) This principles and procedures document was prepared in accordance with the Regulation on Higher Education Institutions Scientific Research and Publishing Ethics and the Regulation on Civil Servants Ethical Behavior Principles and Application Principles and Procedures. The Ethics Commission was established within the framework of these provisions, and performs its tasks and duties accordingly.

Definitions

ARTICLE 4– (1) The following terms mentioned in this procedures and principles document shall have the meanings designated below:

- a) **University:** Yaşar University,
- b) **Rectorate:** Yaşar University's Rectorate,
- c) **Commission:** The Ethics Commission established for assessing scientific research applications, academic ethics violations, and ethical behavior violations of staff,
- ç) **Institutes:** Institutes of Physics and Social Sciences,
- d) **PDPL:** Personal Data Protection Law.

Commission

ARTICLE 5–(1) The Commission consists of eight professors to be selected from social and human sciences, physics, and engineering sciences for a period of two years by the Rector, and the University's Legal Advisor, under the chairmanship of the Rector.

**SECTION TWO
Duties of the Commission**

Tasks related to the evaluation of scientific research

ARTICLE 6- (1) The Commission carries out ethical evaluations of surveys, interviews, experiments etc. for which an application is made within the scope of internal and external research.

(2) The Commission inspects applications made by the Assistant Rector in charge of R&D,

Innovation and Entrepreneurship for externally sourced projects by institutes for graduate studies, and by associated academic and administrative units for other internal research.

(3) The Commission also reviews printed or electronic applications made by an external researcher. If the applicant is not one of the University's academic or administrative staff, he/she must also provide approval from the ethics commission (if applicable) of the university of which he/she is a member.

Tasks related to ethical violations in academic studies

ARTICLE 7– (1) The Commission investigates and adjudicates any type of ethical violation in relation to any type of scientific research or studies carried out during or after the acquisition of academic titles by academic staff, as well as scientific events carried out, and scientific research-development projects supported and/or executed.

(2) The Commission investigates and adjudicates any type of ethical violation in relation to theses, scientific publications, and scientific research-development projects during graduate education.

(3) The Commission investigates and adjudicates ethical violations in relation to any type of publication published or submitted to be published in any type of printed, visual and audio media within and outside the country by members of higher education institutions.

Tasks related to ethical violations in respect of academic behavior

ARTICLE 8– (1) The Commission is tasked with building and developing a culture of ethics within the organization.

(2) The Commission provides advice and guidance in relation to issues faced by staff with regard to professional ethics.

(3) As considered necessary with regard to ethical violations, the Commission ensures a preliminary investigation carried out by the sub-commission where internal members for applications from within or outside the organization, or instructors are to be assigned internally by the University, working at the areas of law, psychology and communication in particular.

SECTION THREE

Assessment Process for Scientific Researches

Application

ARTICLE 9– (1) The Applicant shall present all materials, including a research summary, surveys, interviews, experiments etc. practice methods, and references, for evaluation by the Commission. The Applicant must make its application in accordance with the provisions of PDPL and the Commission must decide in accordance with these provisions.

(2) Applications are added to the agenda of the next meeting of Commission.

(3) The decision of the Commission is notified to the internal or external applicant with approval from the Rectorate.

Sharing research results

ARTICLE 10– (1) The results of surveys, interviews, experiments etc. conducted with University members (students, academic-administrative staff) by internal and external researchers are expected to be shared with the University. Research results should be presented to relevant academic and administrative units by internal researchers; and to the Rectorate by external researchers.

Responsibility of a researcher

ARTICLE 11– (1) Any instruments, such as surveys, interviews, experiments etc., administered to students internally by academic or administrative staff is the responsibility of the researcher, and necessary administrative sanctions shall be applied to any person administering such instruments without the approval of the Commission.

(2) External studies planned involving inter-organizational collaboration are also assessed

within the framework of article 11(1).

SECTION FOUR

Assessment Process for Ethical Violations in Academic Studies

Application

ARTICLE 12–(1) Claims of ethical violations received by the Rectorate are investigated by the Commission.

(2) Any investigation of an ethical violation is based on Article 4 of the Directorate of the Higher Education Council’s Regulation on Higher Education Institutions Scientific Research and Publishing Ethics and other relevant regulations.

Review

ARTICLE 13–(1) Any information and documents related to such claims are delivered to the Commission.

(2) The Commission opens an individual file for every application delivered.

(3) Individuals who are under investigation with regard to a claim relating to an ethical violation are requested to provide a defense statement along with any necessary information and documents regarding the claim.

(4) If the relevant individual fails to provide a defense statement within fifteen days of the delivery date of the defense statement request, the Commission can make a decision on the basis of other information and evidence provided that it is notified in the defense statement request.

SECTION FIVE

Process of Evaluating Ethical Violations with regard to Academic Behavior

Application

ARTICLE 14–(1) The Commission investigates internal or external claims of ethical violations concerning any academic staff.

(2) Where considered necessary, the Commission can initiate an investigation of any person deemed relevant.

(3) The investigation is carried out by considering the provisions of the Regulation on Civil Servants Ethical Behavior Principles and Application Principles and Procedures.

Inspection

ARTICLE 15–(1) The assessment of ethical violations of any academic staff is based on the provisions of 2547 numbered Higher Education Law and 657 numbered Civil Servants Law.

SECTION SIX

Final Provisions

Validity

ARTICLE 16- (1) This principles and procedures document becomes effective from the date of approval from the Rector of Yaşar University.

Execution

ARTICLE 17- (1) This principles and procedures document is executed by the Rector of Yaşar University.

[Approved by the Rector on: 04.04.2019](#)