

# **T.R. ISTANBUL AYDIN UNIVERSITY**

## **INTERNATIONAL ACADEMIC AFFAIRS**

**&**

### **PROJECTS OFFICE**

#### **IAAPO ETHICAL PRINCIPLES INSTRUCTIONS**

##### **Istanbul Aydın University Academic External Affairs Ethical Principles**

Istanbul Aydın University Academic External Affairs Ethical Principles are binding on academic members, students and staff working at all levels. Academic external affairs commission examines ethical problems that may arise in the cooperation between the departments, institutes, research centers, and the other units and programs with the all individuals and institutions from outside the University, in the provision of education / counseling / specialty / laboratory services in accordance with detected academic external affairs ethical principles. These principles are intended to prevent attitudes and behaviors that are not covered by laws and regulations and are incompatible with the functions and responsibilities of the University in terms of human rights, democracy, community benefit and human health. It is expected that the units and employees of the University will act in accordance with these principles in relation to all the academic activities, as well as in the relations and cooperation with people and institutions from outside the University. This expectation applies to persons and institutions that use the name and resources of Istanbul Aydın University even if they do not have an official connection with the University.

##### **I. General principles of academic external affairs**

- 1.** In every activity outside the University, the position and prestige of the University within the community is preserved.
- 2.** While activities outside the University are conducted by the institutions or individuals, the education of the students, the research and education activities of the other academic staff and the academic units cannot be adversely affected.
- 3.** In situations where informational confidentiality is required for external relations, the parties adhere to this principle.
- 4.** Transparency at non-confidential databases and research methods is pursued.
- 5.** The University's independent teaching and research character and programs cannot be shaped by external institutions in which units of the University cooperate, but the observations and opinions of the external ethics committee members are taken, and the final decision is made by the Rectorate of the University.
- 6.** Community health and public benefit in events outside the University are pursued by both teaching staff working on the project and the University. Other activities of the external institution cooperated as well as the contents of the works carried out cannot be contrary to the principles of the University.
- 7.** In the presentation of the collaborative work, the principle of clarity, sharpness and transparency is applied.

8. Common publications complies general academic publishing and research methods and regulations.

9. The source of the support received in the articles and in all publications is clearly indicated.

10. Intellectual property rights of Istanbul Aydın University are preserved in studies carried out jointly with individuals and / or institutions outside the University.

11. Individuals / units are careful to protect the intellectual property rights of the individuals and / or institutions they cooperate with.

12. Advertisements cannot be made without express consent and approval of the University in collaborations with individuals and / or institutions outside the University. Publications, reports and / or announcements that give this impression cannot be published. The supportive institution is specified in the visual and printed publications.

## **II. Principles about the academic external affairs of the University units**

1. The units of the University at all levels conform to the ethical principles of external relations in relation to the external world.

2. The financial supports received, receiving process and receiving conditions are clear and transparent.

3. The reputation of the sponsor institution and its source of income should be indisputable.

4. When the received financial support is “required / stipulated”, these requests cannot involve intervention in the academic activities to be conducted in any way.

5. In financial relations (in kind or in cash), both sides' decision makers and project personnel cannot be in conflict of interest.

6. In the acquisition and the use of external aid, balance is tried to be observed among all academic units.

7. The relationship of the University with public institutions:

a. Studies that are incompatible with academic freedom and have an impression of that they have been done as a result of force and controlled are avoided.

b. The projects to be carried out in the defense industry and in military matters are scrutinized with special care and their possible consequences, areas of use and principles of transparency are not accepted without thorough examination.

## **III. Ethical principles related to academic external affairs of individuals**

1. In-house and outside affairs that University students have are in compliance with applicable laws and regulations and can be audited by authorized individuals and units.

2. Outside activities of the individuals within the University are transparent. The instructors' works outside the University is known by the University, prior opinion and approval from the Rectorate of the University must be received for the tasks such as consultancy, etc.

3. Outside activities of the individuals within the University cannot conflict with the interests and principles of the University.

- 4.** The individuals within the University cannot be involved in activities that will provide them special benefits in outside activities.
- 5.** The individuals within the University do not make concessions from the principles of scientific objectivity and neutrality when they work with institutions outside the University, do not accept interventions or directives that may be made by the partner institutions or persons on the results of their work.
- 6.** In case the individuals within the University reflect their personal opinions in press, they particularly emphasize that their statements and writings are not binding on the University; they represent just their own opinions.
- 7.** The University, which engages in work outside the University, has the right to publish the results of the work. Agreements and protocols contain clear provisions on this situation.
- 8.** Intellectual property rights of the individuals within the University and partner parties are guaranteed.
- 9.** The individuals within the University pay attention to the preservation of the University's name and reputation in domestic and international publications.
- 10.** The individuals within the University cannot accept refereeing duties in situations where they cannot be fully impartial.
- 11.** The use of students and research staff in projects is transparent.
- 12.** The individuals within the University who work on projects take care of the time they spend for the University duties.
- 13.** Project budgets are open in the projects and they are supervised by the institutions and units providing the support.
- 14.** The use and sharing of all equipment received within the framework of the projects must comply with the University's general regulations and academic principles.

**International Academic Affairs and Projects Ethics Committee**

Prof. Dr.....(President)

Prof. Dr.

Prof. Dr.

Prof. Dr.

Assoc. Prof. Dr.

Asst. Prof.

Asst. Prof.

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**International Academic Affairs and Projects Ethics Committee Protocol**

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(date)

I declare that the project -----,  
which will be done in cooperation with -----,  
is in compliance with the ethical principles and that the principles are added to the  
project file.

Project Coordinator

Name Surname Signature