

ISTANBUL AYDIN UNIVERSITY
SOCIAL AND HUMANITIES SCIENCES ETHICS COMMITTEE
DIRECTIVE

CHAPTER ONE
Purpose, Scope, Legal Basis and Definitions

Purpose

ARTICLE 1 –

(1) The purpose of this Directive is to determine and regulate the composition, duties and working procedures of the Ethics Committee established within Istanbul Aydın University.

Scope

ARTICLE 2 –

(1) This Directive covers: all kinds of scientific research and activities carried out by responsible researchers of Istanbul Aydın University; all studies prepared to be published with the University's institutional identity; education–training, service and social responsibility activities; and intra-unit or inter-unit relations among units.

Legal basis

ARTICLE 3 –

(1) This Directive has been prepared on the basis of Article 14 of the Higher Education Law No. 2547, which regulates the Senate's duty to take decisions regarding the principles of the University's education–training, scientific research and publication activities, and on the basis of the Directive on Scientific Research and Publication Ethics in Higher Education Institutions.

Definitions

ARTICLE 4 –

(1) For the terms used in this Directive:

- a) University: Istanbul Aydın University,
- b) Rectorate: Istanbul Aydın University Rectorate,
- c) Senate: Istanbul Aydın University Senate,
- ç) Unit: all academic and administrative units affiliated with Istanbul Aydın University,

- d) Responsible researcher: academic and administrative staff and students applying to the Istanbul Aydın University Social and Humanities Sciences Ethics Committee,
 - e) Committee: Istanbul Aydın University Social and Humanities Sciences Ethics Committee,
 - f) Chair: the Chair of the Istanbul Aydın University Social and Humanities Sciences Ethics Committee,
 - g) Member: a member of the Istanbul Aydın University Social and Humanities Sciences Ethics Committee,
 - ğ) Field of Science: Social and Humanities Sciences,
 - h) Secretariat: the Secretariat of the Istanbul Aydın University Social and Humanities Sciences Ethics Committee,
- shall mean.

CHAPTER TWO

Ethics Committee, Duties and Powers

Purpose of the Social and Humanities Sciences Ethics Committee

ARTICLE 5 –

(1) The purpose of the Social and Humanities Sciences Ethics Committee is to: determine the ethical principles to be observed in research, publication, education–training, social responsibility and service activities carried out within Istanbul Aydın University; ensure compliance with these principles approved by the Senate; and evaluate non-compliant practices.

Composition of the Social and Humanities Sciences Ethics Committee

ARTICLE 6 –

(1) The Social and Humanities Sciences Ethics Committee consists of at least five (5) and at most eleven (11) principal members and three (3) substitute faculty members, selected by the Senate from among social sciences.

Terms of office of members

ARTICLE 7 –

(1) The term of office of the Social and Humanities Sciences Ethics Committee members is three (3) years. In renewal, the principles in Article 6 of this Directive are taken into consideration.

(2) A member whose term expires may be re-elected for up to two more terms. A substitute member elected to replace a vacant membership before the end of term serves to complete the remaining term of the member replaced.

Cases that terminate membership

ARTICLE 8 –

(1) The terms of the Social and Humanities Sciences Ethics Committee members cannot be terminated before the end of their terms for any reason.

(2) Membership in the Social and Humanities Sciences Ethics Committee ends only in the following cases:

- a) Completion of the term of office,
- b) Written resignation,
- c) It is understood that, due to reasons such as an overseas assignment or health problems, the member will not be able to attend Social and Humanities Sciences Ethics Committee meetings continuously for a period exceeding six (6) months,
- ç) Failure to attend three (3) meetings in a calendar year without excuse,
- d) It is established that the member has acted contrary to ethical rules.

Structure of the Social and Humanities Sciences Ethics Committee

ARTICLE 9 –

(1) The Social and Humanities Sciences Ethics Committee holds its first meeting under the chairmanship of the most senior faculty member and elects, from among its members, a Chair and a Deputy Chair for a three-year term. The position of Chair of the Social and Humanities Sciences Ethics Committee may be held for only one term.

(2) In the absence of the Chair, the Deputy Chair chairs the Social and Humanities Sciences Ethics Committee. If the Chair loses membership status for any reason, the Deputy Chair performs the Chair's duty until the first Committee meeting at which the new Chair will be elected. The Chair who takes office in this manner completes the term of their predecessor.

Secretariat of the Social and Humanities Sciences Ethics Committee

ARTICLE 10 –

(1) The personnel, venue, tools and equipment needs required to provide secretariat services of the Social and Humanities Sciences Ethics Committee are met by the Rectorate.

Experts and commissions

ARTICLE 11 –

(1) If deemed necessary, the Social and Humanities Sciences Ethics Committee may benefit from independent expert opinions and may also establish commissions consisting of experts. The consulted expert(s) or the established commission submits to the Social and Humanities Sciences Ethics Committee, within the specified period, the report they prepared regarding the relevant file.

Duties and powers of the Social and Humanities Sciences Ethics Committee

ARTICLE 12 –

(1) The Social and Humanities Sciences Ethics Committee is responsible for carrying out all work to ensure the implementation of this Directive and has the authority to take any decision for this purpose.

(2) Within this framework, the main duties and powers of the Social and Humanities Sciences Ethics Committee are as follows:

- a) To determine ethical principles and application methods to be applied in the field of Social and Humanities Sciences at the University and to submit them to the Senate,
- b) To inform responsible researchers in the University's Social and Humanities Sciences field about ethical principles,
- c) To organize training activities to highlight ethical values, increase ethical awareness and institutionalize an ethical culture; and to encourage scientific research and publications on ethics,
- ç) To carry out or commission studies aimed at defining and resolving any ethical issue falling within the scope of the Directive; to take decisions; and to issue opinions,
- d) To examine concrete allegations of non-compliance with ethical rules and reach a conclusion,
- e) To establish commissions for the examination of concrete cases and to obtain expert opinions,
- h) To prepare annual reports and submit them to the Rectorate.

CHAPTER THREE

Application to the Committee and Review

Subject and form of application

ARTICLE 13 –

(1) Within the scope of the Directive, applications to the Social and Humanities Sciences Ethics Committee through the Secretariat may be made in writing and with electronic signature via the

electronic document system. The applicant's identity information is kept confidential except for the members of the Social and Humanities Sciences Ethics Committee.

(2) A trial initiated or a disciplinary investigation carried out due to an act that is the subject of an allegation of non-compliance with ethical principles does not eliminate the Social and Humanities Sciences Ethics Committee's authority to review and decide. However, the Social and Humanities Sciences Ethics Committee may postpone its review until the conclusion of the trial or investigation.

(3) Unless new evidence is presented, a new application cannot be made and a new review cannot be conducted regarding an application previously reviewed and decided by the Social and Humanities Sciences Ethics Committee.

Application procedure

ARTICLE 14 –

(1) The application petition includes the applicant's name and surname, place of residence, work address, other contact information (if any), Turkish ID number and signature. Together with the application petition, the necessary annex documents requested by the applied unit are submitted. Applications that do not include the said information or that are made with false identity information are not taken into review.

(2) It is sufficient that the petition is legible and understandable. The date on which the application is recorded in the Social and Humanities Sciences Ethics Committee records is accepted as the application date.

(3) In the petition, information regarding the alleged conduct contrary to ethical principles is stated clearly and in detail; the allegation is concretized by specifying person, time and place. Any documents held are attached to the petition; and other witnesses and evidence are indicated.

Acceptance and review of applications

ARTICLE 15 –

(1) The Chair places all applications on the agenda of the first meeting of the Social and Humanities Sciences Ethics Committee for evaluation. Units and the Rectorate may also send files to the Social and Humanities Sciences Ethics Committee for evaluation of certain concrete cases.

(2) The authority to accept applications procedurally and to take them into evaluation belongs exclusively to the Social and Humanities Sciences Ethics Committee. Applications not taken into review due to procedural non-compliance are notified to the applicant in writing.

(3) The Social and Humanities Sciences Ethics Committee completes its review within at most three (3) months and prepares its final report. This period begins on the date the application is recorded. If deemed necessary, the Social and Humanities Sciences Ethics Committee may extend

this period—once—by up to three (3) months, or may postpone the review of certain applications for three (3) months.

Ex officio review

ARTICLE 16 –

(1) The Social and Humanities Sciences Ethics Committee may request that an ex officio review be initiated regarding an ethical violation that it becomes aware of in any manner and that falls within its scope of duty.

CHAPTER FOUR
Working Procedures of the Committee

Assignment to the rapporteur

ARTICLE 17 –

(1) For each file for which it decides to conduct a review, the Social and Humanities Sciences Ethics Committee assigns a rapporteur from among faculty members working in the Social and Humanities Sciences field.

(2) The rapporteur assigned to review a particular file ethically may withdraw from this duty by notifying their reasons in writing.

(3) The rapporteur may obtain, through the Secretariat, direct written information regarding the file from responsible researchers of Istanbul Aydın University. These information and documents are kept in the Social and Humanities Sciences Ethics Committee review file.

(4) The rapporteur completes the review within one (1) month and submits to the Social and Humanities Sciences Ethics Committee a written report including their comments and recommendations.

Review based on the file

ARTICLE 18 –

(1) As a rule, the Committee conducts all evaluations based on the file. However, when needed, it may obtain written or oral information from relevant persons. The person about whom an application is made based on an alleged ethical violation is granted the right to provide a written explanation regarding the matter. A person who does not respond within two (2) weeks from the date on which the right to explanation is notified—without a valid excuse—is deemed to have waived the right to explanation. In this case, the Social and Humanities Sciences Ethics Committee makes its evaluation based on existing information and documents.

(2) The Social and Humanities Sciences Ethics Committee may also invite relevant persons to the meeting to hear them when it deems necessary. If the invited persons accept the invitation, only questions directed to invitees are asked in the session held, and answers are recorded.

(3) The Social and Humanities Sciences Ethics Committee is fully independent in its activity; it examines applications solely in terms of compliance with ethical principles and decides accordingly.

Meeting and decision-making procedure

ARTICLE 19 –

(1) The Social and Humanities Sciences Ethics Committee meets at least once a month to discuss its ordinary agenda. When necessary, it may also meet extraordinarily upon the Chair's call.

(2) Members may not participate in deliberations or vote on agenda items in which they are involved in any manner.

(3) Meetings are held in closed session. Members may not discuss the content of reviewed files with others outside Committee meetings and may not provide information about file contents.

(4) Decisions are taken by the affirmative vote of two-thirds (2/3) of the full member count. No member may abstain in voting.

(5) The decision taken is written together with its reasons and is signed by all members who attended the meeting. Members voting against may add their written dissenting reasons to the decision.

Actions to be taken regarding decisions

ARTICLE 20 –

(1) The Social and Humanities Sciences Ethics Committee notifies its determination-type decision in writing to the Rectorate, the claimant(s), and the person about whom the decision is given. Decisions given regarding applications not taken into substantive review are notified only to the applicant.

Confidentiality and retention

ARTICLE 21 –

(1) Confidentiality is essential in all reviews conducted by the Social and Humanities Sciences Ethics Committee. The Secretariat is responsible for protecting the confidentiality and security of documents in files submitted to the Committee.

(2) The Social and Humanities Sciences Ethics Committee review file is kept indefinitely together with all documents contained therein and copies of correspondence.

Correspondence

ARTICLE 22 –

- (1) All correspondence that the Social and Humanities Sciences Ethics Committee must conduct with other institutions and organizations during its reviews and evaluations is carried out directly through the Secretariat.

CHAPTER FIVE
Final Provisions

Cases not provided for

ARTICLE 23 –

- (1) In cases not provided for in this Directive, provisions of other relevant legislation shall apply.

Entry into force

ARTICLE 24 –

- (1) This Directive, adopted by the Istanbul Aydın University Senate, enters into force as of the date of its publication.

Execution

ARTICLE 25 –

- (1) This Directive is executed by the Rector of Istanbul Aydın University.

PROVISIONAL ARTICLE 1

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- (1) Applications made from outside the institution for Ethics Committee evaluation are subject to a fee to be determined by the Chair of the Board of Trustees for the application year. However, no ethics committee application fee is charged for: academic-purpose and/or specialization-thesis research; and cases where the sponsor consists of Istanbul Aydın University members and/or state funds (TÜBİTAK, SPO/DPT, University research fund, etc.).