

KADİR HAS UNIVERSITY

SCIENTIFIC RESEARCH AND PUBLICATION ETHICS REGULATION

Aims

Article 1 -

The aim of this regulation is to specify the ethical norms and principles to be followed in all kinds of scientific and artistic research, publication, academic and educational activities; to stipulate the sanctions regarding the breach of such norms and principles; to specify the duties, authorities and responsibilities of the university ethics committees as well as their rule of procedure.

Grounds

This Regulation draws on all international agreements regarding scientific ethics signed by Republic of Turkey, primarily Universal Declaration of Human Rights.

Definitions

The definitions of the following terms in this regulation are as follows:

Institution	: Kadir Has University
Rector	: Kadir Has University Rector
Senate	: Kadir Has University Senate
Unit	: Faculties, Schools, English Language Preparatory School, English Language Unit, Institutes, Research Centers of Kadir Has University
Ethics Committees	: Kadir Has University's ethics committees
Supervisor	: Supervisors of Kadir Has University ethics committees
Member	: Members of ethics committees

Scope

Article 4- This regulation covers the following topics: Research ethics about all kinds of scientific research and work as well as scientific activities of Kadir Has University members, all types of research and development projects which they support and/or conduct. Publication ethics issues regarding all print, visual and audio materials published by Kadir Has University, or materials by Kadir Has University members published or sent to be published by other publishers. Academic ethics subjects involving academicians or researchers who are supported by Kadir Has University or who have applied for such a support by Kadir Has University.

Fundamental Ethical Principles

Article 5-

The University regards the following principles as basic norms for any research, publication and other academic activities:

A - Ethical Principles in Research:

All research fulfills the “accurate reality” principle. Data are obtained through scientific methods. Data not obtained through research cannot be presented as if it was. All research must follow the principle of “not harming living things or nature”. The respect for life principle must be carefully followed. Confidentiality and protection of data and information taken from other parties and the use of such data must adhere to the limits of the permissions obtained from relevant parties. All sources for research, publication and academic activity must be provided and used appropriately.

B - Ethical Principles in Publication:

Results of scientific research must be published under the names of those who conducted the research. In scientific publications when use is made of published or unpublished works appropriate references must be provided. No work or part of a work may be published without permission and/or as a translation without referring to the original source except when using scientific laws, mathematical theories and proofs which are universally accepted. In scientific research and publication science and knowledge are taken to be universal and previous work must not be ignored.

C - Principles of Academic Ethics:

“Scientific merit” is the fundamental basis for all stages of academic careers and in all academic evaluation tasks. Insufficient teaching, cheating, plagiarism, going against scientific merit in academic promotion and award juries, behavior incompatible with academia such as favoritism, discrimination, falsification do not meet the university’s academic ethics principles.

Structure of the Scientific Research and Ethics Committee

Article 6- When needed, ethics committees may be formed at Kadir Has University to evaluate scientific research and scientific work as well as to ensure productivity. These committees may include members who are not academics. Kadir Has University Ethics Committees shall be comprised of at least seven members who are appointed for a three year period. These members shall be selected from faculty members of the university, and depending on the subject and the need, a person who is not an academic and persons from other institutions may also be appointed. The members of the ethics committees shall be appointed by the university senate from candidates recommended by the Rector. The committee elects a chairperson, an assistant chairperson and a rapporteur from its members. Committee members whose period of appointment is finished may be re-appointed by the rector. If for some reason a member’s place becomes vacant a new member must be appointed within 30 days in the same way. The membership of committee members who fail to participate in three consecutive meetings in the same year without any excuse or who are on leave of absence for a six month period are automatically terminated.

Duties and responsibilities of Ethics Committees

Article 7- Ethics Committees are responsible for the following:

- a) Evaluates and expresses opinion on ethical issues based on adequate and persuasive evidence within the framework of ethical principles and guidelines. These issues may be connected with research, publishing, teaching and duties carried out within the academic and administrative units of the university.
- b) Sets new principles when new and novel methods and technologies need to be adopted,
- c) Specifies the implementation methods of ethical principles,
- d) Develops ethical principles and policies to be followed by the university,
- e) Organizes the promotion of ethics and sensitivity to ethics within the university culture,
- f) Works confidentially about all ethical subjects and issues on which it makes an evaluation and keeps the relevant confidential documents.
- g) Specifies the sanctions which are to be implemented when university units and members act against ethical principles and standards,
- h) Notifies the Rectorate about unethical attitudes and behaviors in order to stop them.
- i) Ensures the notification of the relevant parties via Rectorate with the decisions made about behaviors that are not in line with research and publishing ethics.

- j) To evaluate and make a decision about reasoned pleas against the decisions of the ethics committees submitted to the Rectorate within fifteen (15) days.

Rules of Procedure of Ethics Committees

Article 8-

For the university ethics committees to perform the duties specified in this regulation, principles of Law 2547 regarding the quorum of the committees in universities apply. The meetings are chaired by the committee chairpersons. If the committee chairperson is not present at the meeting then the assistant chairperson chairs it. University's General Secretariat takes care of the secretarial tasks of the committees.

- a) The Rector submits the files and folders to be examined by the ethics committees.
- b) Ethics committees shall meet at least twice per year, two thirds (2/3) of representing members must be present for the committee to convene. If necessary, extraordinary meetings can be held upon the call of the chairperson.
- c) Committees make their evaluations based on the folder and when needed ask for written or verbal information from relevant parties. The person about whom there is an ethical breach claim has the right for defense which can be made in written form depending on his/her preference. Individuals who have not made a response within ten days after being eligible for defense forfeit all rights to defend themselves.
- d) Ethics committees correspond with other institutions and organizations via Rectorate during the examinations and evaluation process.
- e) The chairperson elects a rapporteur for each file submitted for the examination and evaluation of the ethics committees. When needed the ethics committees can invite an expert or a committee of experts on the subject. These experts or the committee of experts complete their work on the files which are transferred to them within the stipulated time frame and submit them to the chairperson to be discussed in the relevant ethics committee. The rapporteur's opinions on the file and/or reports by other experts or subcommittees get brought up for discussion in the relevant ethics committee. Upon the discussion a decision which will form the principle of the committee decision is taken with a minimum of more than half of the members' approval. The decision, together with the reasons of ethical judgments must be prepared as the final report and signed by all the members who have participated in the meeting. The members who vote against the decision add their reasoned decision (dissenting opinion) to the report.
- f) Ethics committees submit the report as an opinion and recommendation to the Rectorate.
- g) Ethics committees accept and evaluate the applications deontologically. Criteria for examination and recommendation are based on international agreements and charters as well as established ethics and rules.
- h) The ethics committees must keep one copy of all the documents, folders and all correspondence made during the examination and evaluation process for the amount of time specified by the related regulations.

Implementation and Execution

Article 9- This regulation shall become valid by the decision of the University Senate and shall be executed by the rector of Kadir Has University.

"This text is a translation of the original Turkish regulation, and is solely intended to provide information concerning that regulation. The terms, conditions and stipulations in the original Turkish-language regulation shall be legally binding if any disputes of meaning should arise."