

ISTINYE UNIVERSITY
SENATE MEETING

MEETING DATE	MEETING HOUR	SESSION NO
16/05/2018	10.00	09

ISTINYE UNIVERSITY
DIRECTIVE ON THE ETHICS COMMITTEE FOR RESEARCH ON SOCIAL AND HUMAN
SCIENCES

SECTION ONE

Purpose, Scope, Legal Basis and Definitions

Purpose

ARTICLE 1 - (1) The purpose of this Directive is to identify the ethical rules to be followed in any scientific studies, publications, master's and PhD theses, education-training and other similar activities in the field of Social and Human Sciences which shall be carried out by the academic staff and students of Istinye University, and to organize the establishment, duties and operating manner of the Istinye University Ethics Committee for Research on Social and Human Sciences.

Scope

ARTICLE 2 - (1) This Directive covers the research ethics issues related to any scientific research and study to be conducted by researchers, particularly by the members and students of Istinye University with human participants through data collection methods such as questionnaires, tests, scales, interviews, observations, computerized tests, video/film recordings and sound recordings.

(2) Research that fall into the area of responsibility of the Istinye University Ethics Committee for Clinical Research and research that involves invasive procedures on the human body and where biological materials (biological fluids and samples such as blood, urine etc., medical drugs) are used are outside the scope of this Committee.

Basis

ARTICLE 3 - (1) This Directive was prepared based on Articles 14 and 42 of the Higher Education Law No. 2547 and the provisions of national and international legislation on scientific ethics.

Definitions

ARTICLE 4 - (1) In this directive,

- Chairman: refers to the Chairman of the Istinye University Ethics Committee for Research on Social and Human Sciences,
- Committee: refers to the Istinye University Ethics Committee for Research on Social and Human Sciences,
- Rapporteur: refers to the member selected from Committee members and appointed by the Chairman, who provides information to the Committee regarding the application in question,
- Rector: refers to the Rector of Istinye University,
- Lead Researcher: refers to the faculty member or graduate student who plan to conduct the research and who are responsible for the ethical, scientific, technical, administrative, financial and legal aspects of the research,
- University: refers to Istinye University,
- Member: refers to the member of the Istinye University Ethics Committee for Research on Social and Human Sciences.

SECTION TWO

Ethics Principles

Ethics principles

ARTICLE 5 - (1) The ethical understanding of the University in Social and Human research is based on qualities and principles such as adherence to universal principles of ethics, integrity, self-criticism, objectivity, impartiality, openness, scientific skepticism, critical point of view, openness to new concepts, maintaining the scientific research discipline, originality, and innovation.

(2) Acting in accordance with the following basic principles and standards is key in planning, conducting, presenting, evaluating and publishing any scientific research, publication and academic activity of the University in the fields of Social and Human Sciences.

- a) Respect for human beings and respect for human rights and freedoms are considered as the main principles.
- b) People are not discriminated because of their language, race, color, gender, political views, philosophical beliefs, religion, sect and other similar characteristics.
- c) It can never be ignored that the University is a free research center.
- d) Lead researchers pay attention to their attitudes and behaviors to not damage the University's reputation by observing scientific data in their areas of responsibility.
- e) The institutional rights and freedoms of the University cannot be violated. Lead researchers cannot use the facilities of the University for their own personal benefit.

SECTION THREE

Structure and Operating Manner of the Ethics Committee

Structure of the committee

ARTICLE 6 - (1) The Committee consists of a maximum of 9 members who are selected from the faculty members at the University and identified by the Rector to include at least one faculty member from each faculty in accordance with the principle of representation of the fields of science. One of the members is appointed by the Rector as the chairman of the committee. The Chairman elects a member as vice chairman.

(2) The term of office of the members of the committee is 3 (three) years. A member whose term of office expires may be re-elected. For the membership that becomes vacant before the expiry of the term of office, a new appointment shall be made by the same procedure for the remaining period to be completed.

(3) Committee membership;

a) A member's term of office automatically expires if it is understood that the member will not be able to attend the Committee meetings for a period exceeding six months without interruption due to reasons such as the expiry of his/her term of office, foreign assignment or health problems; if s/he fails to attend three meetings within one calendar year without any excuses, and if the member declares his/her written resignation.

b) The Committee members may be dismissed by the procedure by which they were appointed, if any behavior of him/her is identified to be in violation of the ethical rules and in other cases where required.

c) To replace those who resign from membership before their term of office expires, a new election shall be made through the same procedure; and the elected members shall serve until the end of the normal term of office of the member they replaced.

(4) In the absence of the Chairman, the vice chairman shall preside over the Board. The vice chairman shall be the acting chairman in place of the chairman who leaves the membership or is unable to perform his/her duties for any reason. If it is understood that the deputation period is/shall be longer than six months, a new chairman shall be elected by the Rector.

(5) The quorum for the committee meeting is one more than half of the total number of members. Decisions are taken by an absolute majority of the number of members attending the meeting. In case of an equality, the vote of the chairman shall be counted as two votes.

Operating manner of the committee

ARTICLE 7 - (1) The Committee shall convene by an absolute majority upon the call of the chairman, and shall take decisions by an absolute majority of the participants. In voting, no member can abstain from a vote. In case of an equality of the votes, the decision is made in favor of the vote of the chairman.

(2) The meeting is held as a closed meeting. Members cannot discuss with and provide information about the contents of the files under review to others except those in the Committee meeting.

(3) Files that are delivered in full 5 working days before the announced meeting date until the end of the working hours shall be included in the agenda of the first committee meeting.

(4) Each research proposal submitted to the Committee for review is examined based on the order of the applications. Studies that were implemented before the application are not evaluated.

(5) The Chairman reviews the applications made to the Committee and appoints a Rapporteur for each application based on its topic. The rapporteur provides information to the committee about the application on the agenda at the meeting. The rapporteur transforms the resulting opinion of the committee on the file into a draft report that also includes the justifications. After the decision of the Committee is transformed into a final report, the duty of that Rapporteur ends.

(6) The report that is prepared on the file is signed by all the members attending the meeting.

(7) After the Committee makes its decision on the file, the lead researcher shall take the final decision document of his/her file from the Committee secretariat.

(8) Research proposals which the Committee decides to be revised or whose deficiencies to be completed can be revised by the lead researcher and resubmitted for application, which shall then be reassessed by the committee in their first meeting.

(9) Where necessary, the Committee may consult external experts, advisors or lawyers during the evaluation of the applications. These individuals may be invited to the meeting or their written opinions may be obtained. Those who are consulted have no voting rights.

(10) The relevant Committee member cannot attend the meeting during the discussion and voting of the research with him/her.

SECTION FOUR

Application to the Committee and Evaluation

Topic and manner of the application

ARTICLE 8 - (1) A lead researcher who shall conduct a scientific research and study including human participants or on humans through any face to face or computerized data collection methods including questionnaires, tests, scales, interviews, observations, pictures, drawings, video film and sound recordings should file an application with the Committee in advance so that such research or study can be assessed from an ethical point of view.

(2) The application to the committee shall be made by the lead researcher. The documents and forms identified by the Committee shall be prepared and delivered to the Committee secretariat electronically and as printed copies with original signatures.

Acceptance and evaluation of applications

ARTICLE 9 - (1) Applications including all the documents required for application shall be evaluated. If an application is not accepted for review or evaluation as it's not in compliance with the procedures, this shall be notified to the applicant in writing or electronically.

(2) Evaluation shall be done based on the file, but if necessary, oral or written information shall be obtained from the lead researcher.

(3) The Chairman shall include all applications which are submitted on time, pre-reviewed by the Committee Secretariat in terms of format and have the necessary documents, in the agenda of the first meeting of the Committee for consideration.

(4) The Committee evaluates the research projects that are applied for by considering the purpose, method, benefits and potential dangers and budget of the study.

At the end of the evaluation, it decides that the study is “Conformant”, “Needs Revision”, “Non-mandated”, or “Non-conformant”. The lead researcher whose application is decided to be in the category of “Needs Revision” or “Non-conformant” may re-apply to the Committee by making the necessary revisions or correcting the deficiencies.

(5) All decisions that are taken at the Committee meeting are recorded in the minute book. In case of a negative decision on the application, the justification is written in the minute book. If a recommendation is made for a reapplication after the correction or revision of the research, the requested corrections and revisions are clearly indicated.

SECTION FIVE

Miscellaneous Provisions

Liability

ARTICLE 11 - (1) Interviews with, reviews or field surveys on humans may not be commenced without receiving the positive opinion of the Committee. The ethical, administrative, legal and criminal liability of research studies that are conducted after receiving a negative opinion or without the approval of the Committee lies with the lead researcher.

(2) If it is identified that a research was conducted after receiving a negative opinion or without the approval of the Committee, the necessary notifications for the enforcement of the relevant sanction for such action shall be made by the Committee to the relevant authorities.

Storage of the documents

ARTICLE 12 - (1) The Committee stores the documents received during applications, and the protocol and minute books in the archive.

Cases which are not regulated

ARTICLE 12 - (1) The provisions of the relevant laws and regulations shall apply in matters that are not mentioned in this Directive.

Effective Date

ARTICLE 13 - (1) This directive shall become effective on the date of its acceptance by the Board of Trustees of Istinye University.

Execution

ARTICLE 14 - (1) The provisions of this Directive shall be executed by the Rector of Istinye University.