

İSTİNYE UNIVERSITY
CONGREGATION

DATE OF CONGREGATION	TIME OF CONGREGATION	SESSION NO
16/12/2020	10.30	15
APPROVING AUTHORITY	Board of trustees	
DATE OF APPROVAL	03.12.2020	
DECISION NUMBER	2020/72	

İSTİNYE UNIVERSITY
DIRECTIVE ABOUT ETHICAL BEHAVIOR POLICYFIRST PART
Purpose, Scope, Basis and Definitions**Purpose**

ARTICLE 1- The purpose of this Directive is to determine the ethical values and principles that Istinye University administrative and academic staff must obey.

Scope

ARTICLE 2-This Directive contains the ethical values and principles that Istinye University administrative and academic staff must obey. Ethical values and principles, which have been written in this text, determine the principles that the members of the University will comply with in solving the ethical problems they face and in their relations with colleagues, students, University administrators, people and institutions outside the University and the national and international community.

Basis

ARTICLE 3- This Directive has been prepared on the basis of Articles 14 and 42 of the Higher Education Law number 2547 and the Main Regulation of Istinye University, which entered into force after being published in the Official Gazette dated 09 September 2016 and numbered 29826. In the creation of this Directive, "University Ethical Behavior Principles" approved by the Interuniversity Board was taken as reference.

Definitions

ARTICLE 4- In this Directive;

- Academic ethics: describes the obligation of academicians to comply with ethical codes of conduct in the production, presentation and evaluation of scientific studies, in the stages of rewarding and promoting their relations with different stakeholders of the society, in structuring scientific institutions and universities based on scientific competence and in training well-trained scientists.
- Ethics: refers to the field of thinking where people think on the foundations of living with values and, based on these, develop theoretical and social tools that can help to distinguish right and wrong, to find and apply the right forms of behavior.
- Rector: refers to Istinye University Rector,
- University: refers to Istinye University,
- University Members: refers to all administrative and academic directors and employees of Istinye University.

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SECOND PART**Ethical values and principles****Obligation to comply with the principles of ethical behavior**

ARTICLE 5- (1) University members are obliged to act in accordance with the principles of ethical behavior based on the principle of honesty and responsibility.

(2) University members emphasize the need to follow the truth, to work towards perfection, to protect academic freedom, which includes scientific research, learning, teaching, sharing information, expressing opinions, communication and expression in order to realize ethical principles and ideals, and provide equal opportunities and opportunities to everyone. University members accept and undertake to carry out all these processes in line with the ethical values and principles contained in this Directive.

Basic values and principles

ARTICLE 6 - (1) The basic values and principles that university members must obey are as follows:

- a) Academic autonomy: refers to the independence of the University from all other powers of the state and society in making decisions regarding academic operations, education, research, community service, international relations and other related activities, and the formation of its own policies, and the ability to freely determine its academic and scientific field and methods.
- b) Academic freedom: is the freedom of academicians to acquire, develop and communicate information individually or collectively through research, analysis, discussion, documentation, production, teaching, telling and writing, individually. They can make their own free choices, in this respect there is no imposition and it means not encountering pressure.
- c) Academic integrity: strengthens bonds based on trust and integrity between members of the academic community; that ensures the public's trust in science and scientists; to act in accordance with ethical principles and standards that must be followed in the academic environment. Academic integrity includes following the academic standards sincerely and maintaining honest, open and responsible behavior in all academic activities.
- ç) Academic merit: is the selection and assignment of university members on the basis of the standards required by the job or task, by evaluating their abilities, qualifications and experiences in case they are candidates for a job or position.
- d) Respect for others: University members respect and value the differences of individuals and do not allow discrimination and harassment; treats colleagues, employees, students, stakeholders and non-University units and individuals with respect and courtesy, and takes into account the dignity and personality of all persons with whom it is in contact.

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e) Accountability: is the obligation of the University members who use the University's or private resources entrusted to them to perform a task, to explain to those who entrust the resources, the use of resources and how and to what extent the task is fulfilled, and to be transparent.

f) Responsibility: means that the members of the university fulfill all kinds of scientific, academic behavior and activities and their duties in the required quality and quantity. It expresses that the resources of the country and the higher education institution are not damaged, the institutional identity and reputation of the university is not damaged, the financial and financial resources are used in the most efficient way, they are compatible with other persons and units and use them effectively.

g) Protection and strengthening of fundamental rights and freedoms: It is essential that the University, together with its own members, protect and support the fundamental rights and freedoms of all members of the society.

THIRD PART
Responsibilities of Instructors

Responsibilities of lecturers towards their colleagues

ARTICLE 7 - The responsibilities of the lecturers/academic staff towards their colleagues are as follows:

- To behave fairly and respectfully towards colleagues, whether in an academic or administrative capacity.
- To defend the academic rights and freedoms of their colleagues.
- To be fair, impartial when presenting professional opinions or evaluations about the work of colleagues; not knowingly making false and malicious statements about their colleagues.
- Not to disclose confidential or personal information about colleagues, unless legally required.
- Not to discriminate against their colleagues for reasons such as race, language, religion, philosophical belief, age, gender, ethnic origin, disability or political, arbitrary and personal reasons.
- Not to prevent their colleagues from exercising their professional rights and powers and from fulfilling their duties arbitrarily.
- Not using pressure or coercion to influence the professional decisions of their colleagues.

Responsibilities of lecturers towards their own scientific fields

ARTICLE 8- (1) The responsibilities of the academic staff/lecturers towards their own scientific fields are as follows:

- To continuously improve himself / herself in the academic field
- To maintain academic honesty in all scientific endeavors.
- Not to belittle or underestimate other fields of science.
- Not to make misleading statements and false declarations about professional qualifications when applying for professional duties, or deliberately concealing the facts about their competence and quality.

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- d) Not to accept any awards, gifts or donations that could change or affect professional judgment and behavior.
- e) Refereeing, project research, expertise in matters not included in the field of expertise; not to be a member of an exam, thesis, appointment or promotion jury.
- f) Not taking part in the appointment, promotion and evaluation juries, not acting as an arbitrator, or undertaking the duty of expert witness to persons who have a "relationship based on self-interest" or "conflict of interest".

Lecturers' responsibilities towards the university

ARTICLE 9- (1) The responsibilities of the lecturers/academic staff towards the university are as follows:

- a) Participating in governance activities at various levels of committees, commissions, working groups, boards or assignments within the University.
- b) Not to engage in professional activities outside the institution that are incompatible with their duties and responsibilities at the university.
- c) To treat university members with respect and fairness, not to use them for personal gain and private affairs, not to harass them verbally or physically.
- ç) To use the university's financial resources honestly and in accordance with the purpose of the resource.
- d) Not to use its corporate and professional position for personal gain.
- e) To act objectively and fairly by observing the principles of merit while performing the recruitment, evaluation, promotion or dismissal processes in accordance with the university rules.

The responsibilities of the lecturers/academic staff towards society

ARTICLE 10- (1) The responsibilities of academic staff towards society are as follows:

- a) To put effort to play an active role in the development of the economic, social, cultural and intellectual capacity of the society and in the service of the society.
- b) To distinguish between scientific findings and personal views in their public statements.
- c) To be careful in distinguishing between his own views and the institutional views of the university when making a statement on any administrative issue.
- ç) To make the problems of the country concerning the progress and development of the country in scientific, cultural, social and economic aspects the subject of teaching and research, to present its results for the benefit of the society, to share its thoughts and suggestions with the society.

FORTH PART

Scientific Research, Publication and Evaluation Ethics

Scientific research and publication ethics

ARTICLE 11- (1) The ethical rules that academic staff/lecturers have to follow in scientific research and publishing activities are as follows:

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- a) To have competence in the design and execution of the research, to maintain self-criticism, honesty and transparency during the conduct of the research and the analysis of the findings, to respect the work of those who have done or are doing research on the same subject.
- b) To approach the research subject honestly and objectively, to act openly and honestly while reporting the research results, to make the contribution of everyone participating in the research visible.

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- c) To determine the distribution of all rights in the research process and publications, while starting the research in order for a scientific study to be in accordance with research methodology and research ethics.
- ç) To present all sources and methods used for data collection and analysis in the study.
- d) To accept that the basic rule in scientific publications is that the information in the publication is correct and complete and that the publication does not contain missing information intentionally; to act in accordance with "academic ethics" in the production and development of knowledge, to publish only the information and data developed and compiled within the scientific systematic; not presenting nonexistent data and results as if they exist.
- e) To take care to ensure that the content of the broadcast is impartial; not to publish by altering research results for personal interests, commercial concerns, the imposition of political views, or similar reasons; not to deliberately modify, hide and / or distort the data and / or results.
- f) To cite all the sources used in the publication, to indicate those who have a share in the production, compilation, measurement and preparation of the information in the publication, as authors according to their contributions or by thanking them.
- g) Observing the authorship right, which means taking duties and responsibilities in research and publication, in all scientific studies; To determine the name ranking in proportion to the contribution given to the research; to include the names of the authors who contributed to the study among the authors.
- ğ) Known as the worst violation of ethics practices, "taking someone else's written, printed and electronic media and artistic practices as they are, presenting them as their own or presenting a part of them as their own without reference to scientific publication rules; findings, artistic practices. To present them unambiguously in a way that clearly shows that they are quotes (changing the font, writing in italics, showing them in quotation marks, marking them in the text, stating them in footnotes or bibliography); presenting them by changing and presenting them by using different words or by making sentences; presenting information and thoughts and practices as your own idea. Absolutely avoiding "plagiarism / information theft" such as.
- h) Not giving incomplete information while citing, providing appropriate information about the source of citation, not using the forgotten data as one's own opinion.
- i) Not publishing the same scientific study in more than one publication environment as if it were published in a different way without citing a whole source; not to republish a study by dividing it in order to increase the number of publications.
- j) Intentionally not appearing / being shown as an author in a study (research design, data collection, evaluation, publication preparation and publication); not to include his / her name among the authors by using his influence although he / she does not have active contribution.
- k) Obtaining approval from the volunteers who want to participate in the research by duly informing them about the implementation steps of the research, the possible results, risks and the right to withdraw from the research; not forcing students or other participating groups to participate in the research.
- l) Not to share the personal or corporate data obtained from the participants without legal obligation or permission from the relevant persons, and to keep the identities of the participants involved in the research confidential.

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Scientific evaluation ethics

ARTICLE 12- (1) The ethical rules that academic staff/lecturers should follow in scientific evaluation activities are as follows:

- To act independently, honestly, without prejudice and impartiality in scientific evaluation and jury membership, editor, expert, referee and similar duties.
- To comply with the principle of confidentiality.
- To be open and transparent in scientific evaluations and to justify them.
- To comply with the evaluation plan and duration; making constructive feedback and suggestions while making an evaluation, avoiding offensive expressions for the owner of the work.
- Not to abuse his / her duty by stealing ideas over the scientific work he / she has referee.
- Not going beyond scientific criteria in the determination of referees.
- Not to take part as a referee in the jury of scientific publications about people who have a "relationship based on self-interest" or "conflict of interest".

FIFTH PART**Education and Training Ethics****Responsibilities of lecturers regarding education and training**

ARTICLE 13 - (1) The responsibilities of academic staff/lecturers regarding education and training are as follows:

- To lecture in accordance with the program content approved by the authorized boards.
- Not to be absent from course or university-related duties without obtaining permission from the competent authorities or without a valid excuse.
- As a principle, attending the lesson at the place and time specified in the syllabus and not having someone else make the lessons except in compulsory cases
- To prepare a written lesson plan for all the courses he teaches and to make this lesson plan accessible to every student.
- Not to disclose the students' grades and evaluations to third parties without the court decision and the written consent of the student.
- To provide disabled students with the support and assistance required by the relevant laws.

Lecturers' responsibilities towards students

ARTICLE 14 - (1) The responsibilities of lecturers towards their students are as follows:

- To create an environment that encourages and encourages students to research, question and learn.
- To encourage students to learn the basic values and principles of the profession or discipline, to express their ideas freely and to think independently.
- To evaluate students' studies and performances fairly, impartially and honestly, to contribute to students' learning with their evaluations, to give timely and constructive feedback..
- To evaluate and announce the studies and exams of the students on time.

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- d) To protect students' freedom to learn, not to allow practices that would harm their learning rights.
- e) To consider students' evaluations about the courses.
- f) Respecting the private and personal information of students, keeping this information confidential, except for those required to be disclosed legally.
- g) Not to abuse students for personal gain.
- h) To behave fairly and objectively while giving references to students.
- i) Not allowing personal intimacy and relationships with students beyond the limits of professionalism, treating all students equally
- j) Not approving, ignoring any kind of harassment, abuse and violence, oppressive, humiliating and disturbing behaviors and acting accordingly.
- k) Continuously improve its expertise by making researches in order to ensure that students receive up-to-date and quality education in the field of teaching.
- l) Acknowledging that students have different abilities and characteristics and trying to contribute to the intellectual and personal development of each student.
- m) To set an example with their behaviors for students to grow up with high professional ethical values and develop versatile.
- n) To encourage students to respect each other and teaching staff.
- o) To take care to protect the students from environments that would hinder their learning or harm their health and safety.
- p) Not accepting any gifts from students.
- q) Not to force to buy his/her own book or similar written or visual work; not using the thesis, grade or score as a means of printing.

SIXTH PART
Academic Management Ethics**Ethical values and principles to be followed by university administrators**

ARTICLE 15- (1) Academic management ethics principles to be followed by university administrators are as follows:

- a) Observing the personal honor and professional dignity of the university members.
- b) Not to discriminate among university members due to language, race, color, gender, external appearance, political opinion, philosophical belief, religion, sect or similar reasons.
- c) To work for the realization of academic autonomy; to see academic freedom, coexistence of different thoughts and opinions as the basic value of university life.
- ç) To take as basis the academic performance criteria accepted by the university senate in the evaluation of applications for appointment and promotion of academic staff; not to go beyond scientific standards in recruitment, promotion and appointment to the university; To take care not to violate the merit rule in the special qualification descriptions sought in academic staff advertisements.
- d) To take necessary measures for all kinds of education, awareness raising and information in order to keep unethical behaviors such as harassment, harassment and mobbing outside of academic life; to protect the rights of those exposed to such behavior.
- e) To act in accordance with the principles of justice and merit in the participation and support of academic staff in national or international scientific activities.

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- f) To avoid obstacles that limit the personal rights of individuals and harm their careers.
 - g) Observing the protection of the legal rights of academic staff arising from science, art, research and publications.
 - ğ) To ensure that the course loads of academic staff are distributed fairly, taking into account their field of expertise and competencies, and to observe the public interest while doing this.
 - h) To act in a transparent and accountable manner in the use of university resources and in the conduct of its affairs.
 - ı) Not establishing relationships with individuals, institutions or organizations that have to do business with the university for personal benefit
 - i) Providing appropriate conditions for independent work of ethical committees, implementing board decisions fairly, not remaining silent to unethical attitudes and behaviors
- Observing the principle of impartiality in its relations with political institutions and other non-governmental organizations.
- k) Taking the fight against nepotism, bribery, all kinds of harassment and intimidation among the priorities of university life.
 - l) To see every person who is a student, employee or academic staff as equal individuals, regardless of their status and duty.
 - m) To be sensitive about taking necessary precautions against all kinds of discrimination arising from gender inequality.
 - n) Not to disclose confidential data acquired during their duties to unauthorized persons who are not authorized to receive information.
 - o) Not accepting gifts, loans or hospitality for personal benefit from any person, company or organization that does or wants to do business with the university.
 - ö) To show sensitivity in the timely and duly execution of court decisions in accordance with constitutional and legal obligations.

SEVENTH PART
Service Ethics Of Administrative Staff

Ethical values and principles to be followed by university administrative directors and staff in service provision

ARTICLE 16- (1) The ethical values and principles to be followed by the university administrative staff in service provision are as follows:

- a) Acting in line with the principles of respect for the law, legality, justice, equality, honesty, transparency and accountability in the activities and transactions within the scope of service to the society, language, religion, philosophical belief, world view, political thought, race, age, not to discriminate on the grounds of gender or similar reasons, not to act and practices that are contrary to or restrictive of human rights and freedoms and that prevent equal opportunity.
- b) Observing the benefit of humanity by showing sensitivity to social issues (environment, health, education, justice, etc.).
- c) Not to violate its obligations to the university in order to participate in any activity or study outside the university.
- ç) To act within the scope of the 36th and 38th articles of the Higher Education Law No.2547 for non-university studies.

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To stay away from being a commercial advertising tool.

d) To protect the place and prestige of the university and the profession in the society in non-university activities.

e) Avoiding activities that would jeopardize honesty and impartiality.

f) To carry out the university services in accordance with the determined standards and processes, to inform the beneficiaries of the service during the service period by making the necessary explanations about the business and transactions.

ğ) Not to engage in arbitrary acts, coercion, insult and threatening practices, not to issue reports that are not based on clear and conclusive evidence, not to demand services, opportunities or similar benefits for themselves contrary to legislation

g) To report the situation to the competent authorities when he / she is informed of or sees such an action or transaction while performing his / her services or when he / she is requested to engage in illegal activities or acts that are incompatible with ethical principles.

ı) To be careful about "relationship of interest" and "conflict of interest".

h) Avoiding behaviors that will benefit him, his relatives or third parties by using his duty, title and authority.

i) Not disclosing the confidential and private information obtained during the performance of his / her duty or as a result of this duty to any institution, organization or person other than the competent authorities while on duty and after leaving his / her duty; Not to use it to gain any direct or indirect benefit to itself, its relatives or third parties.

j) Not to receive any gifts directly or through an intermediary for himself, his relatives, third persons or organizations from real or legal persons who do business, provide services or have a relationship of interest in relation to their task.

k) To avoid wastefulness and extravagance in the use of the University buildings and vehicles and other resources and resources of the University; To act effectively, efficiently and economically while using working time, resources, workforce and facilities.

EIGHTH PART

Ethics Committee Structure and Working Principles

Ethics Committee Structure

ARTICLE 17-(1) The Ethics Committee consists of 5 (Five) Professor members appointed by the Rector with the recommendation of the University Senate. In case of discussions on issues related to administrative staff, the Board includes the Secretary General and the Deputy Secretary General to whom the staff referred to the board report. The secretariat procedures of the Board are carried out by the Human Resources Directorate. Faculty members who have received disciplinary punishments or have been given a decision of ethical violation or lack of ethics cannot be members of the Ethics Committee. Members appointed to the Ethics Committee elect a chairman and a vice-chair among them at the first meeting of the Ethics Committee.

(2) The term of office of the members of the Ethics Committee is two (2) years. A member whose term of office has expired can be reinstated.

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(3) Membership of the Ethics Committee;

- a) Failure to attend three consecutive meetings without permission and excuse within a calendar year, or failure to attend the Ethics Committee meetings for more than three months even if there is a legal reason, or being deemed to be on leave for a long time abroad or receiving a medical report for more than three months,
- b) Ethics Committee during the membership to take disciplinary action or violation of ethics or ethical decisions about granting negligence
- c) separating from the university,
- three) ends in expulsion from the Ethics Committee.
- (4) Withdrawal from or termination of membership of the Ethics Committee becomes effective upon notification of the Rector's approval to the relevant person. A new member is appointed by the Rector, upon the recommendation of the University Senate, to complete the remaining term of office of the member he has been appointed to replace the member who withdraws from the Ethics Committee or whose membership is dropped.

Duties and Powers of the Ethics Committee

ARTICLE 8- (1) Ethics Committee;

- a) Evaluating and expressing opinions based on sufficient and convincing evidence, in line with the principles and rules of ethical behavior, regarding the ethical problems that arise in the university's academic and administrative units in science, publication, education and service activities, and in the relations of the University with the society and its stakeholders,
- b) Establishing principles and rules,
- c) Determining the implementation methods of ethical principles and rules,
- ç) Developing ethical principles and policies to be based on the university,
- d) Organizing research, publication and service ethics training and similar studies in order to spread the ethical life culture at the university and gain ethical sensitivity,
- e) If necessary, to make suggestions to the Rector's Office for the establishment of expert ethics committees or sub-commissions,
- f) To conduct studies and make suggestions to integrate the practices of expert ethics committees or sub-commissions with the Basic Ethical Principles and Values adopted by the University,
- g) In expert ethics committees, or ğ) Ensuring coordination between expert ethics committees or sub-commissions, cooperating with these boards or commissions,
- h) A complete confidentiality on ethical issues and problems on which it evaluates, makes decisions and forms an opinion. has the duty and authority to work in it.

Meeting of the Ethics Committee

ARTICLE 19 - (1) The Ethics Committee has a meeting at least once a year and with the absolute majority of the total number of members, upon the agenda of its chairman. The members of the meeting are notified in writing before the meeting date, time and agenda. If deemed necessary, members have the right to propose additional agendas during the meeting.

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- (2) The Ethics Committee may convene extraordinarily, when necessary, upon the call of its chairman and with the absolute majority of the total number of members.
- (3) Ethics Committee meetings are conducted under the chairmanship of the Vice President in the absence of the President.

Principles of application

ARTICLE 20-(1) Applications to the Ethics Committee are made in person or by mail to the Rectorate with a wet signed petition and the necessary attachments with the phrase "confidential". The approval and evaluation of applications belongs to the Ethics Committee, documents that do not comply with the application requirements will not be evaluated.

- (2) If an application previously reviewed and decided upon by the Ethics Committee is repeated without new evidence, the application will not be evaluated.

Evaluation of Applications

ARTICLE 21- (1) When the Ethics Committee receives an allegation of ethical violation, it primarily evaluates whether this act constitutes a disciplinary offense; If there is a conclusion that the issue of ethical violation constitutes a disciplinary crime at the same time, it informs the Rector's Office so that disciplinary actions can be taken in a timely manner.

- (2) The Ethics Committee evaluates the application files for applications regarding ethical approval requests in the light of the following principles:

- The Ethics Committee carries out its evaluations over the file and can receive written or verbal information from the relevant persons when necessary.
- Each file that reaches the secretariat of the Ethics Committee is put on the agenda of the meeting to be held at the nearest date by the President of the Ethics Committee. The chairman appoints a reporter in line with the opinions of the members. The identity of the reporter is kept confidential. The reporter has the right to withdraw from this duty, provided that he informs the Ethics Committee in writing about his valid and justified reasons.
- The rapporteur can get written information about the file from the members of the University through the Secretariat of the Ethics Committee. These documents are included in the Ethics Committee evaluation file.
- When necessary, the reporter may apply to the Ethics Committee for an opinion. Ethics Committee determines the consultant to be consulted in writing. The nature and scope of the opinion is also communicated in writing to the consultant. A copy of the consultant's opinion is sent to the Ethics Committee Secretariat to be kept in the relevant file. The identity of the consultant is kept confidential.
- The Ethics Committee may invite relevant people to listen whenever it deems necessary. In the event that people accept this invitation, only the invitees are asked questions regarding the subject of the session. Members of the Ethics Committee evaluate the information obtained after the person invited leaves the meeting.
- The Ethics Committee, when deemed necessary, may refer to the opinions of experts from within or outside the University, and invite experts to relevant sessions.

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Experts complete their work on the file referred to them by the Ethics Committee within the specified period and submit their opinion to the Ethics Committee in accordance with their request. Additional time can be given to experts when needed.

f) The reporter completes his / her examination within a maximum of one month and presents his / her opinion at the next Ethics Committee meeting. At the meeting, the situation examined is evaluated in the light of relevant information, documents and evidences and an opinion is expressed. If the members of the Ethics Committee deem necessary, they can request any information from the reporter and examine the documents and records. At the end of the presentation, the Ethics Committee decides on the application.

g) The complainant or the person or persons who are the subject of an ethical complaint may submit their information and opinions on the issue to the Ethics Committee in written or oral form. Those who will make oral presentations are invited to rest on a date deemed appropriate by the Ethics Committee. Listening of those who make excuses is postponed to a later date. Persons who do not attend the meeting to which they are invited without stating an excuse or who do not submit a written opinion within the time limit are deemed to have waived this right. In this case, the Ethics Committee evaluates and expresses an opinion based on the information and evidence in the relevant file.

ğ) The Ethics Committee conducts its correspondence with other organizations through the Rectorate during its examination and evaluation.

g) The Ethics Committee makes its evaluations within the framework of law and ethics. The examination criteria are based on the current legislation, the Basic Ethical Principles and Values of the University given in this directive, international convention, national and international declarations, and universal-established ethical principles and rules. When faced with an ethical problem that is not included in national or international texts, the Ethics Committee may link it to a principle or rule.

ı) The Ethics Committee makes its decision with the absolute majority of the attendees. In case of equality of votes, a decision is made in the direction of the President's vote. The decision taken, together with the justifications of ethical judgments, is prepared as a final report and signed by all of the members attending the meeting. Members who voted against the decision add their reasoned decisions to the final report. Members cannot vote abstaining.

i) The member whose file is discussed in the Ethics Committee cannot participate in the discussions and voting on the agenda item in question.

j) The Ethics Committee examines whether the actions subject to the application file are within the scope of this Directive. The Ethics Committee, which is convinced that the action subject to application is of the aforementioned nature, decides on ethical violation or ethical carelessness. The Ethics Committee submits its report as an opinion and / or recommendation, including its decision, to the Rector.

k) The Ethics Committee keeps all documents and files sent and all correspondence during the review and evaluation process in accordance with the principle of confidentiality and the relevant legislation.

l) The secretariat work of the Ethics Committee is carried out by the staff assigned by the Rector.

(3) The Ethics Committee evaluates its investigations regarding the allegations of ethical violations / ethical carelessness in the light of the following principles:

a) The Ethics Committee issues an invitation to the person who has alleged ethical violations / ethical carelessness stating that an ethical review has been initiated.

b) The Ethics Committee includes the action that forms the basis for the allegations of ethical violation / ethical carelessness in the invitation.

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- b) The Ethics Committee considers that there is a minimum of 7 days between the notification of the invitation and the defense so that the person concerned can make his defense, and asks the relevant person to be present to make his defense at the specified day, time and place.
- ç) The Ethics Committee notifies the relevant person that he / she can submit his / her defense in writing or verbally, if he / she does not present his / her defense without any excuse, he relinquishes his right to defense and in this case the Ethics Committee can make a decision in line with the documents and evidences in the file.
- d) The Ethics Committee cannot make a decision of ethical violation / ethical carelessness about the person concerned without taking a defense, except in cases where the person concerned relinquishes his right to defense.
- e) The Ethics Committee adds the document containing the defense of the person concerned to the file where the ethical violation / ethical carelessness is examined in cases where the person concerned makes his / her defense in writing. After the written defense has been submitted, additional questions may be asked to answer the person concerned.
- f) In cases where the person concerned makes his / her defense orally, the Ethics Committee records the defense of the person concerned. The record includes when and where the transaction was made, the content of the transaction, who participated in the transaction, and the questions and answers asked.
- g) The minutes are prepared to be signed by both the members of the board and the person concerned and to be given to the relevant person upon request.
- (3) The person about whom the decision of ethical violation / ethical carelessness has been issued shall make a decision against the decision of ethical violation / ethical carelessness within one week of the notification of the decision.
- (4) The decisions of the Ethics Committee cannot be shared with third parties other than those concerned, via communication tools.

NINTH PART

Sanctions and Final Provisions

Compliance commitment to ethical principles

ARTICLE 22- University members, undertake that to begin work on before making a transaction due to a violation of ethical principles and is accepted and declare know will be treated according to relevant regulations arise in otherwise

Actions/behaviors contrary to the ethical principles

ARTICLE 23- (1) Members of the University who are determined by the Ethics Committee to act contrary to the provisions of this Directive are warned by the Rector in writing and in compliance with the confidentiality principles.

(2) Those whose behavior also constitutes a disciplinary offense are referred to the relevant disciplinary board.

PROVISIONAL ARTICLE 1- After this Directive goes into effect, the academic and administrative members of the University sign the Commitment to Compliance with Ethical Principles and its annexes.

Effectiveness

ARTICLE 25- This Directive comes into force as of the date it is approved by the Board of Trustees. Execution

ARTICLE 26- The provisions of this Directive are executed by the Rector of Istinye University.