**ISTANBUL COMMERCE UNIVERSITY**

**ETHICS COMMITTEE DIRECTIVE**

**PART ONE**

**AIM, SCOPE, LEGAL BASE AND DEFINITIONS**

**Aim**

**Article 1 –** The aim of this directive is to regulate the formation, duties and rules of procedures of Ethics Committee in Istanbul Commerce University.

**Scope**

**Article 2 –** This directive covers all kinds of scientific research and activity that were carried out by Istanbul Commerce University Personnel; all studies prepared to be published in the name of the university; educational activities, services and social responsibility activities; interdepartmental and intradepartmental relationships.

**Legal Base**

**Article 3 –** This directive is based on Article 14 of the Higher Education Act Numbered 2547, which establishes senate’s duty to decide on the principles relating to the university’s educational programs, research and publication activities.

**Definitions**

**Article 4 –** (1) The terms in this directive are defined as follows:

a) University: Istanbul Commerce University,

b) Rectorate: Istanbul Commerce University Rectorate,

c) Senate: Istanbul Commerce University Senate,

d) Unit: All the academic and administrative units in Istanbul Commerce University,

e) Affiliated Person: Academic and administrative personnel and students in Istanbul Commerce University,

f) Ethics Committee: Istanbul Commerce University Ethics Committee,

g) Chairman: The Chairman of Istanbul Commerce University Ethics Committee,

h) Member: A member of Istanbul Commerce University Ethics Committee,

i) Secretariat: Istanbul Commerce University Ethics Committee Secretariat,

**PART TWO**

**DUTIES AND AUTHORITIES OF ETHICS COMMITTEE**

**Purpose of Ethics Committee**

**Article 5 –** (1) The purpose of Ethics Committee is to ensure conformity to ethical principles in activities related to research, publication, education, social responsibility and service and to review practises that violates these principles in Istanbul Commerce University.

**Formation of Ethics Committee**

**Article 6 –** Ethics Committee consists of 7 faculty members proposed by the senate and appointed by the rector, of whom at least one is from the Faculty of Law.

**Term of Office of the Members**

**Article 7 –** The term of office is 3 years for the Ethics Committee members. The members whose term expires are eligible for re-election.

**Circumstances That Causes the Termination of Membership**

**Article 8 –** (1) Ethics Committee Members cannot be dismissed for any reason before their term of office expires.

(2) Only circumstances under which an ethics committee membership is terminated are as follows:

a) The expiration of the term of office,

b) A written statement of resignation,

c) If it is understood that a member would not be able to attend Ethics Committee meetings for a period longer than six months due to reasons like overseas assignments and medical problems,

d) Not attending three meetings in a calendar year without an excuse,

e) If a member is proven to act contrary to ethical rules.

**The Chairman, Vice Chairman and Rapporteur of the Ethics Committee**

**Article 9 –** (1) Ethic Committee holds its first meeting under the chairmanship of the most senior member and elects a chairman, a vice Chairman and a rapporteur among its members.

(2) In the absence of the Chairman, Vice Chairman takes the chair at the Ethics Committee meetings. The duties of the Chairman whose membership is terminated for any reason will be carried out by the Vice Chairman until the first committee meeting after termination when new Chairman will be elected. The new Chairman elected in this meeting will hold the chair until the end of term of office of his/her predecessor.

**Ethics Committee Secretariat**

**Article 10 –** Ethics Committee Secretariat services are carried out by General Secretariat of the university.

**Ethics Sub-committees**

**Article 11 –** If the Ethics Committee deems necessary, it can decide to establish ethics sub-committees to review research and publications in terms of ethics.

**Experts and Commissions**

**Article 12 –** If the Ethics Committee deems necessary, it can consult with independent expert opinions as well as it can establish expert commissions. The experts whose opinions are consulted with or the commissions that are established by the committee submit their reports on the relevant file within the stipulated time.

**Duties and authorities of the ethics committee**

**Article 13**- The ethics committee is in charge of carrying out all kinds of work to ensure the implementation of this directive and has the right and authority to take any decision for this purpose. In this context, the main duties and authorities of the ethics committee are as follows:

1. To inform university members about ethical principles.
2. To organize educational activities in order to bring ethical values ​​to the forefront, to increase ethical awareness and to institutionalize ethical life culture, to encourage scientific research and publication on the subject of ethics.
3. To carry out or have the work done studies for the definition and solution of all kinds of ethical problems within the scope of the directive, to take decisions and to express opinions.

ç) To examine and conclude concrete allegations of violation of ethical rules.

1. To establish committees for the examination of concrete events and to seek expert opinion
2. To decide on the establishment of sub-ethics committees within the university, to determine the working areas of the sub-ethics committees to be established, to provide the necessary training support for those who will take part in these committees.
3. To provide coordination among the sub-ethics committees and to act as a referee when necessary.
4. To carry out studies and make suggestions for the integration of the sub-ethics committees with the basic ethical principles adopted by the university.
5. To prepare annual reports and submit them to the Rectorate.

**PART 3**

**APPLICATION TO THE BOARD AND EXAMINATION**

**Subject Title and Form of Application**

**Article 14- (1**) Within the scope of the directive, applications to be made to to the Ethics Committee through the Secretariat can be made in writing, verbally, or with the electronic signature by being recorded in a few minutes. The applicants identity information ( ID) is kept confidential except for the members of the Ethical Committee.

**(2)** A trial initiated or a disciplinary investigation carried out due to a behavior claimed to be in violation of ethical principles does not abolish the authority of the Ethical Committee to investigate and decide. However, The Ethics Committee may post its investigation until the conclusion of the trial or interrogation.

**(3)** An application and examination cannot be made again unless new evidence is shown about an application that has already been made and decided by the Ethics Committee.

**Application Procedure :**

**Article 15- (1)** In the application petition, the name, surname, place of residence, work adress -if any- other contact information an ID number, and signature must be available. Applications that do not contain the information above or that are with fake ID number will not be evaluated.

**(2)** It is sufficient that the petition is legible and understandable. The date of registration to the ethics committee is accepted as the date of application.

**(3)** In the petition, the information regarding alleged behaviour against the ethical principle is stated clearly and in detail; the claim is embodied by specifiying the person, time and place. All kinds of doocuments are attached to the petititon, and witnesses and ther evidence are pointed out.

**Acceptance and Examination of Applicants:**

**Article 16-**

1. The president puts all the applications on the agenda of the firts meeting of the ethics committee for consideration.Units and Rectorate may also send files to the ethics committee fort he evaluation of some concrete events.
2. The authority to accept and evaluate the applications made in terms of procedure belongs exclusively to the ethics committee. Applications that are not examined as they are not in accordance with the procedure are notified to the applicant in writing, if possible.
3. The Ethics Committee completes its examination within three months at the latest and submits its final report. The Board may extend this period for once up to three months, or postpone the examination of some applications for three months.

**PART FOUR**

**WORKING ORDER OF THE BOARD**

**Consignment to the Rapporteur**

**Article 17** - (1) The Ethics Committee assigns one of the members for each case about which it has decided to examine.

(2) The member charged with the ethical review of a particular file may resign from this post by giving his reasons in writing.

(3) The assigned member may receive direct written information about the file from the members of Istanbul Commerce University through the Secretariat. These information and documents are kept in the Ethics Committee review file.

(4) The commissioned member completes his examination within one month and submits his written report, including comments and suggestions, to the Ethics Committee.

**File Review**

**Article 18** - (1) In principle, the Board makes all its evaluations over the file. However, when needed, the board can receive written or verbal information from the relevant persons. The person about whom the application is made on the grounds of ethical violation is given the right to make a written statement on the subject. The person who does not respond without a valid excuse within two weeks from the date of notification of the right to make a statement is deemed to have waived his right to make a statement. In this case, the Ethics Committee makes an evaluation based on the available information and documents.

(2) The Ethics Committee may also invite the relevant people to listen at the meeting when it deems necessary. If these people accept this invitation, questions are asked only to the invitees and the answers are recorded in the session.

(3) The Ethics Committee is completely independent in its activities and examines and decides on the applications made only in terms of compliance with ethical principles.

**Meeting and Decision Making Procedure**

**Article 19** - (1) The Ethics Committee convenes when necessary to discuss its ordinary agenda. The Board may also convene extraordinarily, when necessary, upon the call of the chairman.

(2) Members cannot participate in the negotiations and vote on the agenda items to which they are somehow related.

(3) The meeting is held in a confidential manner. Members cannot discuss or share information about the content of the files that are subject to review with others outside the board.

(4) Decisions are taken with the same votes of two-thirds of the total number of members. In voting, no member may abstain from voting.

(5) The decision taken is written together with the reasons and signed by all the members attending the meeting. Members voting against can add their written opposition reasons to the decision.

**Action on Decisions**

**Article 20** - The decisions of the Ethics Committee are in the nature of determination. The Board submits its decision on ethical violation to the information of the Rectorate.

**Privacy and Retention**

**Article 21**- (1) Confidentiality is essential in all examinations made by the Ethics Committee.

(2) The examination file of the Ethics Committee, together with all documents and correspondence samples, is kept for five years.

**PART FIVE**

**FINAL PROVISIONS**

**Cases Without Provisions**

**Article 22** - (1) In cases where there is no provision in this directive; other relevant legislation provisions are applied.

**Enforcement**

**Article 23** - It is accepted by the Senate of Istanbul Commerce University and comes into force after being approved by the Board of Trustees.

**Execution**

**Article 24** - This directive is executed by the Rector of Istanbul Commerce University.