

## ETHICS COMMITTEE COMMISSION ETHICS COMMITTEE APPLICATION GUIDE

- 1) You must fill out the sample petitions that are relevant to you on the Ethics Committee's website.\*
  - Application Form for Student\*\*
  - Application Form for Supervisor
  - Application Form for Instructor
- 2) Attach your Informed Consent Form.
- 3) If any; You must attach your Demographic Information Form.\*\*\*
- 4) Attach your Questionnaire, Interview Questions, etc.
- 5) Attach an e-mail or a signed letter containing your supervisor's approval to your documents.\*\*\*\*
- 6) After completing the above procedures, you can submit your application. You can send it as an e-mail to "[etikkurul@ticaret.edu.tr](mailto:etikkurul@ticaret.edu.tr)".
- 7) If your application documents are missing you will be notified to the e-mail address specified in your petition.
- 8) If your application documents are completed, you (or your supervisor) will be notified via to the e-mail address specified in your petition.
- 9) Applications made until the 25<sup>th</sup> of each month will be included in the agenda of the following Ethics Committee Meeting (except summer period).
- 10) The Ethics Committee gathers on the last day of each month.
- 11) Applications received by the 25<sup>th</sup> of each month (except summer period); It is included in the Agenda of the Ethics Committee Meeting to be held on the last day of that month and is examined, and an Ethics Committee Decision is taken for positive applications. The correspondence and signature process regarding this Decision begins. Applicants' e-mail addresses included in their petitions will be notified within the first 10 days of the following month (the application results of Istanbul Commerce University academic and administrative staff will be notified via EBYS). For applications with negative results notifications are made to the e-mail addresses included in the petitions of the applicants (within a few days after the meeting).

\* There is no need to request for Ethics Committee for the article produced from thesis approved by the Ethics Committee.

\*\* You must attach a scanned copy of your student ID card or your proof of enrollment (a print-out of the student verification document obtained from e-government web site is accepted) to your documents.

\*\*\*For the Survey's on the participants under the age of 18. You must attach the "Parent Consent Form".

\*\*\*\*It will not be requested from those who fill in the Instructor Application Petition or the Supervisor Application Petition.

### **Contact:**

Istanbul Ticaret University Rectorate / Ethics Committee Commission

Phone: 444 0 413/4034 (Pınar Kosovalı)

E-mail: [etikkurul@ticaret.edu.tr](mailto:etikkurul@ticaret.edu.tr)

(A Block R Floor / Sütlüce Campus)

**Note:** All requests and questions should be made to Istanbul Ticaret University Rectorate / Ethics Committee and followed up.