

ETHICS COMMITTEE APPLICATION GUIDE

Application Procedures for Students

- 1) Your Student Application Petition (*You do not need to request the Ethics Committee again for the article you will produce from your thesis*),
- 2) Your Student Certificate (a student certificate received from e-government is accepted) or a photocopy of your Student ID Card (if your Institute name is up-to-date),
- 3) Your Informed Consent Form,
- 4) Your documents including your surveys, interview questions etc.
- 5) If you have; Your Demographic Information Form (*If you want to apply a survey etc. to participants under the age of 18; you need to add the "Parent Consent Form" to your study. If you are not going to ask demographic questions, you do not need to fill out this form.*
- 6) You must attach a signed version of your Consultant Application Petition or an email containing your Consultant Approval to your documentation.

Application Procedures for Academic Staff

- 1) You must attach your Academic Staff Application Petition to your documents.
- 2) You must attach your Informed Consent Form to your documentation.
- 3) You must attach your documents including your Surveys, Interview Questions, etc.
- 4) If available; You must add your Demographic Information Form (*If you want to apply a survey etc. to participants under the age of 18; You must add the "Parent Consent Form" to your study. If you are not going to ask demographic questions, you do not need to fill out this form.*)

After completing the above operations;

- If you are going to deliver your documents by hand, your student application petition must have a wet signature.
- If you are going to apply via e-mail, you can apply via e-mail to "etitikkurul@ticaret.edu.tr" via your university's corporate e-mail address with the extension ".....@istanbulticaret.edu.tr".

Post-Application Work and Procedures

- 1) If your application documents are missing, a notification will be sent to the e-mail address specified in your petition.
- 2) If your application documents are completed, you (and your advisor if you are a student) will be notified to the e-mail address stated in your petition that they have been registered.
- 3) Applications made until the 22nd of each month will be put on the agenda of the Ethics Committee Meeting to be held on the last day of the same month (except for the summer period).
- 4) The Ethics Committee meets on the last day of each month.
- 5) Applications received until the 22nd of each month (until 17:30) (except for the summer term) are put on the agenda of the Ethics Committee Meeting to be held on the last day of that month and reviewed, and the Ethics Committee Decision is taken for applications with positive results. The correspondence and signature process regarding this Decision begins. Notifications will be sent to the e-mail addresses provided in the applicants' petitions within the first 10 days of the following month (Application results of Istanbul Ticaret University academic and administrative staff will be notified via EBYS).
- 6) For applications with negative results, notifications will be sent to the e-mail addresses provided in the applicants' petitions (within a few days after the meeting).

Note: All requests and questions should be made and followed up through the communication channels of Istanbul Ticaret University Rectorate / Ethics Committee Commission specified below.

Contact:

Istanbul Ticaret University Rectorate / Ethics Committee Commission

Phone: 444 0 413/4034 (Sami Küçükoğlu)

E-mail: etikkurul@ticaret.edu.tr (A Block R Floor / Sütlüce Campus)