



CYPRUS AYDIN UNIVERSITY ETHICS COMMITTEE DIRECTIVE

Decision No: 2021/09

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SECTION ONE

Purpose, Scope, Legal Basis, and Definitions

Purpose

ARTICLE 1- This Directive regulates the structure, duties, authorities, and working procedures and principles of the Ethics Committee to be established in order to provide opinions on ethical evaluations, examine research proposals and practices, and, when necessary, revoke ethical approval within the framework of existing principles and rules, for all scientific research, publications, tests, applications, educational activities, services, and artistic activities conducted in units affiliated with Cyprus Aydın University or by its members and students that involve obtaining data from human participants and animal subjects.

Scope

ARTICLE 2- This Directive covers;

1. Issues of research ethics and the granting of ethical compliance approvals for scientific research and studies conducted by members and students of Cyprus Aydın University that involve obtaining data from human participants and animal subjects, as well as scientific activities, projects, and supported and/or conducted research and development projects,
2. Issues of research ethics and the granting of ethical compliance approvals for observational and applied studies conducted by members and students of Cyprus Aydın University that do not involve physical intervention on human participants or animals (such as surveys, scale studies, file reviews, data source screenings, system/model development studies, etc.), as well as ecological studies,
3. Issues of research ethics and the granting of ethical compliance approvals for theses and scientific publications prepared, and research and development projects conducted, during undergraduate, master's, and doctoral studies at Cyprus Aydın University,
4. Information regarding the structure, duties and authorities, working procedures, objectives, functioning of the Ethics Committee, as well as application and evaluation processes of the Committee,
5. The examination of allegations related to violations of scientific ethics in accordance with the Cyprus Aydın University Scientific Ethics Guidelines and the making of decisions regarding such cases,
6. Issues of research ethics related to all kinds of scientific research, studies, and scientific activities conducted by individuals affiliated with Cyprus Aydın University or by others regardless of their affiliation, both during and after the process of obtaining academic titles, as well as supported and/or conducted research and development projects,



7. Issues related to violations of research and publication ethics concerning all types of publications published or submitted for publication in any print, visual, or audio media, domestically or internationally, by members and students of Cyprus Aydın University,
8. Issues related to ethical violations arising in educational and instructional processes at Cyprus Aydın University ,
9. Issues related to ethical violations arising in cases where Cyprus Aydın University's community service and social responsibility are involved,
10. Issues related to ethical violations arising in the relationships of Cyprus Aydın University with its stakeholders,
11. Issues related to ethical violations arising in the relationships among different units and members of Cyprus Aydın University ,
12. Issues related to the legal basis, objectives, structure, duties, and authorities of the Cyprus Aydın University Ethics Committee ,
13. Issues related to the meeting procedures, working methods, application processes, and ethical review and evaluation principles and procedures of the Cyprus Aydın University Ethics Committee,
14. The fundamental principles and rules related to research ethics and publication ethics.

Legal Basis

ARTICLE 3- This Directive has been prepared based on national and international legislation related to scientific ethics, in accordance with Article 44 of the YÖDAK Ethics Coordination Committee Regulation, Article 14 of the Turkish Higher Education Law No. 2547 regulating the duties of the Senate, Article 42 regulating scientific supervision in universities, and the Interuniversity Board Directive on Scientific Research and Publication Ethics.

Definitions

ARTICLE-4- Some definitions used in this Directive and/or by the Ethics Committee;

1. **Chair:** The Chair of the Ethics Committee,
2. **Vice Chair:** The Vice Chair of the Ethics Committee,
3. **Unit:** All academic and administrative units of Cyprus Aydın University,
4. **Falsification:** Distorting research records and obtained data; presenting methods, devices, and materials not used in the research as if they were used; excluding data that do not support the research hypothesis; manipulating data and/or results to fit relevant theories or assumptions; distorting or shaping research results in line with the interests of supporting individuals or institutions,
5. **Paraphrasing:** Using and presenting others' ideas by altering them as if they were one's own ,



- 6. Other Ethical Violations:** All ethical violations not specified in this Directive,
- 7. Salamization:** Presenting the results of a study as separate works by dividing them into parts in a way that contradicts the purpose of the research and disrupts its integrity, and publishing multiple outputs without cross-referencing,
- 8. Ethical Violation:** Intentional actions that do not comply with ethical principles and rules in scientific research and publication, education, and service activities within the duties, authorities, and responsibilities of an academic and scientific institution,
- 9. Ethical Principles and Rules:** Ethical principles and rules established within the framework of YÖDAK and YÖK, as well as national and international approaches, declarations, and legislation,
- 10. Ethics Committee:** The Cyprus Aydın University Ethics Committee,
- 11. Ethical Negligence:** Unintentional actions based on carelessness, negligence, lack of knowledge, or inexperience in complying with ethical principles and rules in scientific research, publication, education, and service activities within the duties, authorities, and responsibilities of an academic and scientific institution,
- 12. Violation of Intellectual/ Copyright Rights:** Failure to comply with intellectual and copyright laws
- 13. Unfair/Irresponsible Authorship:** Including individuals who have not made an active contribution among the authors, with or without their consent (Honorary Authorship, Gift Authorship, Courtesy Authorship, Nepotism); excluding individuals who have made an active contribution from authorship during publication or in subsequent editions (Ghost Authorship); removing authors or having them removed; or changing the order of authors without valid justification,
- 14. Plagiarism:** Using and presenting others' ideas, methods, data, applications, writings, figures, or works, in whole or in part, as one's own without proper citation in accordance with scientific rules and/or without written permission,
- 15. Guideline:** The Cyprus Aydın University Scientific Ethics Guideline,
- 16. Biased Selection of Literature:** Using only sources that support one's own results for any reason and citing them while ignoring and not citing studies with opposing findings,
- 17. Member:** Academic and administrative staff working at Cyprus Aydın University and, within the scope of this Directive, its students,
- 18. Stakeholder:** Individuals who engage in joint academic activities with the academic staff, administrative staff, and/or students of Cyprus Aydın University,
- 19. Rapporteur:** The member who conducts the preliminary review of the application file,
- 20. Rector:** The Rector of Cyprus Aydın University,
- 21. Rectorate:** The Rectorate of Cyprus Aydın University,
- 22. Secretariat:** The Secretariat of the Cyprus Aydın University Ethics Committee,
- 23. Biased / Conflict of Interest Publication:** Failure to conduct research with scientific objectivity in cases where studies are supported by commercial companies and/or interest groups,



24. Duplication: Submitting more than one work containing the same results of a research as separate works in all applications,

25. Meeting Rapporteur: Refers to the secretariat staff,

26. Fabrication: Producing data not based on research; organizing or altering a submitted or published work based on unreal data; reporting or publishing such data; presenting a study that has not been conducted as if it has been conducted,

27. University: Refers to Cyprus Aydın University,

28. Member: Refers to a member of the Cyprus Aydın University Ethics Committee,

29. YÖDAK: Refers to the Higher Education Planning, Evaluation, Accreditation and Coordination Council established pursuant to Article 7 of the Higher Education Law of the Turkish Republic of Northern Cyprus.

30. YÖK: Refers to the Council of Higher Education of the Republic of Türkiye.

SECTION TWO

Formation, Duties and Authorities of the Ethics Committee

Formation of the Ethics Committee

ARTICLE 5- An Ethics Committee is established at the University.

1. The Ethics Committee consists of five members appointed by the Rector for a term of two years from among faculty members working in the scientific fields of the University. Members whose terms have expired may be reappointed in the same manner. In case of vacancy for any reason, a new appointment is made in the same manner (by the Rector for a two-year term from among faculty members working in the scientific fields of the University).
2. Faculty members who have a finalized judicial or administrative decision regarding an ethical violation cannot be appointed to the Ethics Committee; the membership of those who receive such a finalized decision during their term shall be terminated.
3. The Chair of the Committee is appointed by the Rector. The Chair selects one of the members as the Vice Chair. The term of the Vice Chair is limited to the term of the Chair.
4. Membership of the Ethics Committee terminates in the following cases:
 - a. Failure to attend three consecutive meetings within a calendar year without permission and valid excuse, or inability to attend meetings for more than three months even with a legal excuse, or being on duty abroad for more than three months, or receiving a medical report for more than three months,
 - b. Receiving a disciplinary penalty during membership or a decision of ethical violation or ethical negligence,
 - c. Leaving the University,



- d. Resignation from membership of the Ethics Committee.
5. The Secretariat of the Committee is carried out by a University member assigned upon the recommendation of the Chair of the Ethics Committee and with the approval of the Rector.
6. In order to ensure the effectiveness and efficiency of the work, care is taken to ensure that members are from different scientific fields.

Duties and

Authorities of the

Ethics Committee

ARTICLE 6- The

Ethics Committee:

1. Examines allegations and evidence of ethical violations in scientific research, makes decisions, and submits them to the Rector for necessary action,
2. When necessary, obtains expert or specialist opinions through the Rectorate, conducts correspondence with relevant persons and institutions, requests information, and carries out other necessary procedures within the scope of the investigation,
3. Examines applications related to research, experiments, reviews, and field studies involving or not involving physical intervention on humans and/or animals in terms of ethics, health, safety, human rights, animal rights, applicable legislation, and general principles of law, and grants ethical approval,
4. Establishes new principles and rules in the field of research and publication ethics, when necessary,
5. Determines the methods for implementing ethical principles and rules,
6. Develops the ethical principles and policies to be adopted at the University,
7. Informs University members and students about ethical principles; promotes the prioritization of ethical values, increases ethical awareness, and fosters a culture of ethical conduct; makes recommendations to the Rector to organize educational activities in cooperation with relevant units or institutions to prevent unethical actions in academic, research, and publication processes,
8. Has the authority and duty to work with full confidentiality regarding ethical issues and cases it evaluates, decides upon, and forms opinions on.



SECTION THREE

Meeting of the Ethics Committee, Working Procedures, Application Principles and Ethical Review Principles

Meeting of the

Ethics Committee

ARTICLE 7- The

Ethics Committee:

1. Convenes upon the call of the Chair at least once a month with the absolute majority of the full number of members. The date, time, and agenda of the meeting are notified to the members in writing at least three days in advance. If deemed necessary, additional agenda items may be presented to the members during the meeting.
2. May also convene extraordinarily when necessary upon the call of the Chair.
3. The Ethics Committee may meet online when necessary.
4. In the absence of the Chair, the meeting is conducted by the Vice Chair.
5. The Rapporteur is also present at the meeting.

Working Procedures of the Ethics Committee

Subject of Application

ARTICLE 8 – The Ethics Committee evaluates “Applications Alleging Ethical Violations” and “Applications for Approval of Compliance with Scientific Ethics for Scientific Research.”

Principles of Application to the Ethics Committee

ARTICLE 9 – The principles for application to the Ethics Committee are as follows:

1. Application Alleging an Ethical Violation:

- a. Complaints or denunciations concerning allegations of ethical violations that reach or are submitted to the Rectorate shall be forwarded by the Rectorate to the relevant Ethics Committee, together with all information and documents, for examination and decision.
- b. The initiation of judicial proceedings or the conduct of a disciplinary investigation due to a matter subject to an allegation of ethical violation does not eliminate the authority of the Ethics Committee to examine and decide on the matter. However, the Ethics Committee may postpone its review until the conclusion of such proceedings or investigations.



c. If there is a complaint, denunciation, or uncertainty regarding whether the member who is the subject of the allegation of ethical violation has applied for the Associate Professorship Examination in the Republic of Türkiye, the individual's status shall be verified through the Interuniversity Council Presidency of the Republic of Türkiye. If it is confirmed that the member has applied for the Associate Professorship Examination, all relevant information and documents concerning the allegations shall be forwarded to the Interuniversity Council Presidency of the Republic of Türkiye. The Ethics Committee may suspend its own review until the completion of the examination to be conducted by the Interuniversity Council.

d. The member against whom an investigation has been initiated on the basis of an allegation of ethical violation shall be requested by the Ethics Committee to submit a written defense along with the relevant information and documents concerning the allegations. If the concerned person fails to submit their defense within fifteen working days from the date of receipt of the request for defense provided that this condition is stated in the request letter, the Ethics Committee shall render its decision based on the available information and evidence.

e. The person against whom an ethical violation investigation has been initiated may request a copy of the documents containing the allegations. The relevant documents shall be delivered to the concerned person against a written record, and it shall be stated in this record that if the defense is not submitted within fifteen days, a decision will be made based on other available information and evidence. Where necessary, the defense may also be obtained orally.

2. Application for Approval of Compliance with Scientific Ethics for Scientific Research:

a. The Committee shall prepare a directive determining its own procedures and principles.

b. The Committee shall prepare an application form for the evaluation of submissions, and applications may only be made using this form.

c. The form shall include, in detail, the title of the research; the name of the principal investigator/supervisor and other researchers; their titles, affiliations, and contact information; where necessary, the training certificates of those who will implement procedures on participants; the center(s) where the research will be conducted; the type, content, and rationale/purpose of the research; the scientific research methods and techniques to be employed; where applicable, the equipment, tools, and materials to be used; and the measurement instruments to be utilized (if there are measurement instruments that must remain confidential, the Committee shall determine how these will be submitted to the Ethics Committee); the date, time, and duration of the application; the retention period and conditions for raw and processed data obtained in the research; the procedures to be carried out; the informed consent required for the research; where applicable, the nature and extent of any discomfort to be experienced by participants; and other relevant details.

d. University staff members and students shall prepare their applications for approval of compliance with scientific research ethics in accordance with the procedures and principles specified in the Guideline and submit them to the Rectorate through their respective units, following the academic hierarchy.

e. All applications and decisions taken shall be recorded by assigning a date and reference number. Records shall be retained indefinitely. The Secretariat shall be responsible for ensuring the confidentiality and security of the records (documents and information).

f. For applications from other institutions, personnel or stakeholders of other institutions may apply to the Ethics Committee by submitting the Ethics Committee Application File, prepared in accordance



with the procedures and principles specified in the Guideline, to the Rectorate through their affiliated institution.

Principles of Ethical Review

ARTICLE 10 – The principles of ethical review applied by the Ethics Committee in applications for ethical approval are as follows:

1. Applications shall be evaluated by the Committee solely from an ethical perspective.
2. As a principle, the Committee shall conduct all evaluations based on the application file. When necessary, it may obtain written or oral information from relevant persons.
3. Confidentiality is essential with respect to the files under review. Members may not discuss the content of such files outside Committee meetings, nor disclose any information regarding them.
4. The Chair of the Ethics Committee shall appoint a rapporteur for each application file. The rapporteur may withdraw from the assignment by submitting written justification.
5. The rapporteur may, through the Secretariat, obtain written information directly from staff members and students of Cyprus Aydın University regarding the file. Such information and documents shall be kept in the Ethics Committee Review File.
6. The rapporteur shall complete the preliminary review within one month and submit a written report to the Ethics Committee, including their evaluations and recommendations. Where necessary, an additional period may be granted to the rapporteur.
7. The Chair of the Ethics Committee shall place application files whose preliminary review has been completed on the agenda of the first meeting for evaluation.
8. The authority to accept applications in terms of procedure and to take them under evaluation rests with the Ethics Committee.
9. Application files that are not prepared in accordance with the prescribed procedures shall not be evaluated, and this shall be notified to the applicant in writing.
10. The Ethics Committee shall complete the review of ethical violations and the evaluation of applications for approval of compliance with scientific ethics for all types of scientific research within one month at the latest. The applications shall be assessed together with the relevant information, documents, and evidence, an opinion shall be formed, and a decision shall be rendered. This period shall commence on the date the application is officially registered. In the absence of an ongoing judicial process or disciplinary investigation, and where deemed necessary, the Ethics Committee may extend this period once, for up to two months, or may postpone the review of certain applications for a period of up to two months.
11. The expert witness or specialist shall prepare and submit their report to the Presidency of the Ethics Committee within a maximum of fifteen days from the date the file is received. This period may be extended once, for up to fifteen days. If opinions are requested from more than one expert or specialist, each shall prepare their report independently.
12. Applications alleging ethical violations and applications for approval of compliance with scientific research ethics, once their review is completed, shall be opened for discussion in the Ethics Committee and then put to a vote. Decisions shall be taken by an absolute majority of the full membership. In the event of a tie, the decision shall be made in line with the vote of the Chair. The decision shall be documented together with the justifications of the ethical judgments and signed by the members present at the meeting. Any member opposing the decision shall be obliged to provide a written dissenting opinion. Members may not abstain from voting.
13. Decisions regarding approval of compliance with scientific research ethics shall be rendered as follows:
 - a. “The study does not pose any ethical concerns in terms of scientific research and ethics,”



- b. “The study is not considered appropriate in terms of scientific research and ethics.”
- c. However, prior to issuing a final decision, the Committee may decide on “Request for Revision of the Application.” In such cases, the applicant shall make the necessary revisions and update the application within one month at the latest.
14. Applications that are rejected or for which the required and sufficient revisions are not made, despite being requested, shall not be reconsidered.
 15. For applications made within the scope of a project, the approval shall remain valid throughout the duration of the project. For other applications outside this scope, the validity period shall be specified in the decision, and an extension not exceeding half of the approved duration may be granted depending on the study schedule.
 16. Members of the Committee may not participate in deliberations or vote on agenda items concerning themselves, individuals with whom they have previously collaborated, or persons with whom there may be a potential conflict or overlap of interest.
 17. In the ethical review process, the graduate thesis advisors of the staff member or student under review; faculty members who have served on associate professorship juries; their spouses; and their relatives by blood or marriage up to and including the third degree; as well as persons who have a conflict of interest or hostility, may not be appointed as expert witnesses or specialists.
 18. Decisions taken by the Ethics Committee regarding ethical violation reviews shall be submitted to the Rector for necessary action.
 19. In the event of an ethical violation, the consent of the original author, the aggrieved party, or individuals and institutions whose rights have been adversely affected does not eliminate the responsibility of the relevant persons.
 20. If a violation of scientific research and publication ethics is identified, the University shall inform the relevant staff member and, where applicable, their stakeholders and affiliated institutions.
 21. A person against whom a decision of ethical violation and/or ethical negligence has been rendered may request a reconsideration of the decision from the Ethics Committee within one week from the date of notification.
 22. Decisions regarding ethical violations shall be reported to the Presidency of YÖDAK and/or YÖK within one month at the latest.
 23. Members, experts, expert witnesses, and staff involved in the application process may not disclose or use, in any manner, the information and documents they obtain in relation to the procedures carried out and the review conducted.
 24. During the review process, the Ethics Committee shall conduct all correspondence with other institutions and organizations through the Rectorate.
 25. No new application or review shall be conducted regarding an allegation of ethical violation that has previously been examined and decided upon by the Ethics Committee, unless new evidence is presented.

Fundamental Principles and Rules of Scientific Research Ethics

ARTICLE 11 – The fundamental principles and rules of scientific research ethics that must be observed in all types of scientific research are as follows:

1. In scientific research, it is essential that data be obtained through scientific methods. In the evaluation and interpretation of such data and in deriving theoretical conclusions, scientific methods and techniques must be adhered to; deviations are not permitted, results may not be falsified, and obtained results may not be presented as if they were research findings.



2. The principles of “Non-Maleficence” and “Respect for Life” shall be observed in scientific research. It is a fundamental principle that scientific research must not harm participants, researchers, human and animal health, human dignity, the environment and ecological balance, or cultural assets.
3. Prior to the commencement of scientific research, the necessary permissions must be obtained in writing from the relevant and authorized persons and units. In fields where data collection techniques such as observation, interviews, surveys, experiments, and laboratory applications are frequently used, as well as in studies involving usage, attitudes, behaviors, and experimental research, the informed consent of participants must be obtained. If the research is to be conducted within an institution, permission from the relevant institution must also be obtained in addition to the informed consent of the participants.
4. In scientific research, the provisions of international declarations prepared in accordance with universal ethical codes, rules, and standards, as well as international conventions to which the country where the research is conducted is a party—and those to which the TRNC is a party, even unilaterally—together with national legislation and memorandum provisions, shall be taken into consideration and strictly adhered to.
5. Researchers and relevant authorities are obliged to inform and warn concerned parties about potential harmful practices related to the scientific research conducted. Participants (subjects, etc.) must be clearly informed about potential risks, and due care must be taken to ensure that their decision to participate is made freely, without any coercion or pressure.
6. In scientific research, researchers have the right not to participate in studies that, according to their conscience and professional judgment, may lead to harmful outcomes and/or involve practices they do not approve of.
7. Participants are not obliged to complete the research they have begun. They have the right to withdraw from the study at any time.
8. In scientific research, data and information obtained from other persons and institutions must be used only to the extent and in the manner permitted, and their confidentiality must be respected and protected.
9. The responsibility for the protection, storage, and use of personal information and personal data of participants in accordance with national and international legislation rests with the researcher.
10. Facilities and resources allocated for scientific research may not be used for purposes other than those for which they were intended.

Fundamental Principles and Rules of Publication Ethics

ARTICLE 12 – The fundamental principles and rules of publication ethics that must be observed in all types of scientific publications are as follows:

1. Individuals who have not contributed to the design, planning, execution, or preparation of a scientific study for publication may not be listed as authors.
2. When benefiting from a study in scientific publications, references must be cited in accordance with the rules of scientific citation.
3. Theses or studies that have not yet been submitted or formally defended and accepted may not be used as sources without the permission of their owner.
4. Except for universally recognized scientific theories, fundamental knowledge of scientific disciplines, mathematical theorems and proofs, and provisions set forth in national and international legislation, no work, in whole or in part, may be published in its original or translated form without permission and without proper attribution to the original source.



5. In order not to cast doubt on the accuracy of a scientific study, it is essential to strictly avoid all forms of scientific misconduct constituting “Publication Ethics Violations,” as well as other ethical breaches and negligence, including but not limited to the following:
- a. Failure to comply with the nature of science and the principles of scientific research; careless research practices,
 - b. Unjustified/irresponsible authorship (such as honorary authorship, gift authorship, nepotistic authorship, ghost authorship, shadow authorship/concealed authorship),
 - c. Plagiarism,
 - d. Presenting paraphrased content as one’s own original thought,
 - e. Falsification,
 - f. Salami slicing (fragmented publication),
 - g. Duplication (duplicate publication),
 - h. Fabrication,
 - i. Biased publications or those driven by conflicts of interest,
 - j. Selective or biased use of the literature,
 - k. Violation of intellectual property/copyright rights,
 - l. Failure to acknowledge individuals, institutions, or organizations that have provided support, and their contributions, in publications resulting from supported research.

SECTION FIVE

Final Provisions

Confidentiality and Record Retention

ARTICLE 13 – The provisions regarding confidentiality, retention of decisions, and other related matters concerning Ethics Committee reviews and decisions are as follows:

Confidentiality is essential in all reviews conducted by the Ethics Committee. A confidentiality declaration shall be obtained from the Chair and members of the Ethics Committee. The Secretariat shall be responsible for ensuring the confidentiality and security of the documents contained in the files submitted to the Committee.

Ethics Committee decisions are confidential, except for general regulations. No information regarding the determinations of the Ethics Committee shall be disclosed to any person or entity other than those specified in this Directive and the applicant.

All applications submitted within the scope of this Directive and all decisions taken as a result of the review shall be filed by the Ethics Committee Secretariat in accordance with the principle of confidentiality and shall be retained indefinitely.



In the event of a complaint or denunciation alleging that university staff members or students committed a violation of scientific research and publication ethics during a period when they were not affiliated with the University, such allegations shall be evaluated and decided upon by the higher education institution to which the individual was affiliated at the time the act occurred.

Cases Not Provided For

ARTICLE 14 – In cases where no provision is stipulated in this Directive, the relevant provisions of other applicable legislation shall apply.

ARTICLE 15 – This Directive shall enter into force on the date of its adoption by the Senate of Cyprus Aydın University.

ARTICLE 16 – This Directive shall be executed by the Rector of Cyprus Aydın University.