

**NEAR EAST UNIVERSITY**  
**ETHICS COMMITTEE REGULATION**

**PURPOSE**

**ARTICLE 1**

The purpose of this Regulation is to regulate the structure, duties and working procedures of the Ethics Committee to be established to ensure compliance with ethical principles in scientific research, publication, education, training, service and art activities of Near East University members and academic-administrative units and their relations with the society and stakeholders, to give opinions within the framework of existing principles and rules, to establish new principles and regulations when necessary and to work in line with these objectives.

**SCOPE**

**ARTICLE 2**

(1) This Regulation;

- a) The structure, duties and working style of the Ethics Committee,
- b) Issues related to the application to the Ethics Committee and related evaluation processes,
- c) Research ethics issues related to all kinds of scientific research, studies, projects and artistic activities carried out by members of the University,
- d) Publication ethics issues related to scientific studies (seminars, panels, conferences, workshops, etc.) published in domestic and foreign journals and all kinds of media organs with the university address,
- e) Issues concerning the academic and service ethics of university members,
- f) Ethical issues arising in the university's community service process,
- g) Ethical issues related to the university's relations with its stakeholders,
- h) Ethical issues related to the relationships between the different units of the university and its employees,
- i) Ethical issues arising in education and training processes at the university,
- j) It covers all issues related to research, publication, academic and service ethics that are outside the scope of these issues and the duties of specialised ethics committees.

(2) Researches to be conducted outside the university or with the support of public institutions can be evaluated provided that there is no Ethics Committee in the institution or organisation to which the applicant researcher belongs.

**BASIS**

**ARTICLE 3**

This Regulation has been prepared based on the Regulation on Academic Organisation and Functioning of Near East University TRNC Higher Education Law No. 65/2005 and Articles 14 and 42 of the Turkish Republic Law No. 2547.

**DEFINITIONS**

**ARTICLE 4**

In this Regulation;

- a) Ethics Committee Near East University Ethics Committee,
- b) Stakeholders Real and legal persons who are in contact with the institution in terms of the duties and activities of the university,
- c) Rector: The Rector of the Near East University,

- d) University Members: Academic and administrative staff working full and part-time at the University and affiliated units and students limited to the subjects of this Regulation,
- e) Senate: The Senate of Near East University,
- f) University Administrative Board: The Board of Directors of Near East University,
- g) Expert Ethics Committees: Ethics committees established at the university that evaluate and give opinions on all kinds of scientific research conducted on humans and animals,
- h) University Near East University,
- i) University Units: The relevant units defined in the Higher Education Law No. 2547,
- j) Ethical Principles and Values: National and international ethical principles and values,
- k) Plagiarism: Presenting the ideas, methods, data, applications, writings, forms or works of others as one's own work in whole or in part without citing their owners in accordance with scientific rules,
- l) Fabrication: Producing data that are not based on research, editing or changing the work presented or published on the basis of untrue data, reporting or publishing them, showing a research that has not been done as if it has been done,
- m) Distortion: Falsifying research records and data obtained, showing methods, devices and materials that were not used in the research as if they were used, excluding data that do not comply with the research hypothesis, manipulating data and/or results to fit the relevant theories or assumptions, falsifying or shaping research results in line with the interests of the persons and organisations receiving support,
- n) Republishing: Submitting more than one work containing the same results of a research to be evaluated as separate works in all applications, including academic appointments and promotions,
- o) Slicing: Presenting the results of a research as separate works in academic appointments and promotions by dividing them into parts contrary to the purpose of the research and publishing many publications without citing each other,
- p) Unfair Authorship: Including or having people who have not made an active contribution among the authors without consultation, removing or having people who have made an active contribution removed from among the authors during publication or in subsequent editions, changing the order of authors in an unjustified and inappropriate manner,
- r) Other Ethical Violations:
  - 1) Failure to specify the persons, institutions or organisations providing support and their contributions in the publications made as a result of the researches carried out with support,
  - 2) Using theses or studies that have not yet been submitted or defended and accepted as a source without the permission of the owner,
  - 3) Failure to comply with ethical rules in research on humans and animals, failure to respect patient rights in publications,
  - 4) To act contrary to the provisions of the relevant legislation in biomedical research on humans and other clinical research,
  - 5) Sharing the information contained in a work that he/she has been assigned to examine with others before publication without the express permission of the author,
  - 6) To misuse the resources, spaces, facilities and devices provided or allocated for scientific research,
  - 7) Making baseless, unwarranted and deliberate allegations of ethical violations,
  - 8) Publishing data obtained in surveys and attitude surveys conducted within the scope of a scientific study without obtaining the explicit consent of the participants or, if the research is to be conducted in an institution, without obtaining the permission of the institution,
  - 9) Damage to animal health and ecological balance in research and experiments,
  - 10) In research and experiments, not obtaining the permissions required to be obtained

- before starting the studies in writing from the authorised units.
- 11) To carry out studies in research and experiments contrary to the provisions of the legislation or international conventions to which the TRNC is a party regarding the relevant research and experiments.
  - 12) Failure by researchers and authorities to comply with the obligation to inform and warn those concerned about possible harmful practices related to the scientific research conducted,
  - 13) Not using the data and information obtained from other persons and institutions in scientific studies to the extent and in the manner permitted, not respecting the confidentiality of this information and not ensuring its protection,
  - 14) Making false or misleading statements regarding scientific research and publications in academic appointments and promotions.
- s) Ethical Violation: Deliberate actions of an academic and scientific institution that do not comply with ethical principles and rules in scientific research and publication, education, training and service activities, and relations with society and stakeholders within the framework of its duties, powers and responsibilities,
  - t) Ethical Carelessness: It refers to non-intentional actions based on carelessness, carelessness, ignorance and inexperience in complying with ethical principles and rules in scientific research, publication, education and service activities and relations with society and stakeholders within the framework of the duties, powers and responsibilities of an academic and scientific institution.

## **CONDITIONS THAT CANNOT BE CONSIDERED AS CONTRARY TO SCIENTIFIC RESEARCH AND PUBLICATION ETHICS**

### **ARTICLE 5**

The use of anonymous information, basic knowledge of scientific fields, propositions such as mathematical theorems and proofs, provided that the original style and expression of another person is not used exactly, cannot be considered as an ethical violation.

## **STRUCTURE OF THE ETHICS COMMITTEE, QUALIFICATIONS AND TERM OF OFFICE OF THE MEMBERS**

### **ARTICLE 6**

- 1) Ethics Committee; It consists of five members with the title of professor appointed by the University Administrative Board with the recommendation of the University Administrative Board. Faculty members who have received disciplinary penalties or who have been found guilty of ethical violations or ethical carelessness cannot be members of the Ethics Committee.
- 2) The chairman of the ethics committee is elected by the rector. The chairman of the ethics committee elects one person from among the members of the committee as vice chairman. Upon the termination of the chairman's duty, the duty of vice-chairman also ends.
- 3) The term of office of the members of the Ethics Committee is two (2) years. A member whose term of office expires may be reappointed.
- 4) Member of the Ethics Committee;
  - a) Failure to attend three meetings within a calendar year, even if there is an excuse, or failure to attend meetings for more than three months even if there is a legal reason, or being deemed to be on long-term leave abroad, or receiving a medical report for more than three months,
  - b) Receiving a disciplinary penalty or being found guilty of ethical violation or ethical negligence during his/her membership to the Ethics Committee,
  - c) Don't leave the university,
  - d) It expires in cases of withdrawal from the Ethics Committee membership.
- 5) Withdrawal from or loss of membership in the Ethics Committee takes effect upon notification of the Rector's approval to the relevant person. The Rector appoints a new

member upon the recommendation of the University Administrative Board to complete the remaining term of office of the member he/she has been appointed to replace the member who has withdrawn from the Ethics Committee or whose membership has fallen.

## **DUTIES AND AUTHORITIES OF THE ETHICS COMMITTEE**

### **ARTICLE 7**

Ethics Committee;

- a) Making evaluations and expressing opinions based on sufficient and convincing evidence in line with the principles and rules of ethical behaviour in ethical problems arising in the academic and administrative units of the University in science, publication, education, training, and service activities and in the relations of the University with the society and stakeholders,
- b) Creating new principles and rules when necessary,
- c) To determine the methods of application of ethical principles and rules,
- d) Developing ethical principles and policies to be taken as basis in the university,
- e) Organising research, publication and service ethics training and similar activities in order to spread the culture of ethical life at the university and to gain ethical sensitivity,
- f) Making a proposal to the Rectorate for the establishment of specialised ethics committees or sub-committees if deemed necessary,
- g) Conducting studies and making recommendations for the integration of the practices of expert ethics committees or sub-committees with the Basic Ethical Principles and Values adopted by the University,
- h) Providing training to those who will take part in expert ethics committees or subcommittees,
- i) Ensuring coordination between expert ethics committees or sub-committees and co-operating with these committees or commissions,
- j) It has the duty and authority to work in complete confidentiality on ethical issues and problems about which it evaluates, makes decisions and forms opinions.

## **MEETING OF THE ETHICS COMMITTEE**

### **ARTICLE 8**

- 1) The Ethics Committee convenes upon the call of the Chairman with an agenda, when needed and when there is an agenda. The meeting is held with the absolute majority of the total number of members. The date, time and agenda of the meeting shall be notified to the members in writing before the meeting. If necessary, additional agenda items may be presented to the members during the meeting.
- 2) The Ethics Committee may also convene extraordinarily upon the call of its chairman when necessary.
- 3) The Ethics Committee meetings are chaired by the Vice Chairman in the absence of the Chairman.

## **WORKING METHOD OF THE ETHICS COMMITTEE APPLICATION PRINCIPLES**

### **ARTICLE 9**

- 1) Applications to the Ethics Committee are made in person, by e-mail or by post to the Office of the Rector with a wet signed petition and the necessary attachments and the word "confidential". The authority to accept and evaluate the applications belongs to the Ethics Committee, and documents that do not comply with the application conditions will not be evaluated.
- 2) If an application that has been previously reviewed and decided by the Ethics Committee

is repeated without presenting new evidence, the application will not be evaluated.

## **EVALUATION OF APPLICATIONS**

### **ARTICLE 10**

- 1) When the Ethics Committee receives an allegation of ethical violation, it primarily evaluates whether this act constitutes a disciplinary offence; if it is concluded that the ethical violation also constitutes a disciplinary offence, it notifies the Rector's Office so that disciplinary proceedings can be taken in a timely manner.
- 2) The Ethics Committee evaluates the application files in the light of the following principles in applications for ethical approval:
  - a) The Ethics Committee carries out its evaluations on the basis of the file and may receive written or verbal information from the relevant persons when necessary.
  - b) Each file received by the secretariat of the Ethics Committee is included in the agenda of the meeting to be held on the nearest date by the Chairman of the Ethics Committee. For each file, a member elected by the absolute majority of the members is appointed as the rapporteur of that file.
  - c) The Ethics Committee may request an opinion when deemed necessary. The Ethics Committee determines the consultant whose opinion will be sought in writing. The nature and scope of the opinion is also communicated to the advisor in writing. A copy of the consultant's opinion is forwarded to the Ethics Committee secretariat to be kept in the relevant file. The identity of the consultant is kept confidential.
  - d) When deemed necessary, the Ethics Committee may invite the relevant persons to be heard. If the persons accept this invitation, only questions related to the subject matter of the invited persons are asked in the session. The members of the Ethics Committee shall evaluate the information obtained after the invited person leaves the meeting.
  - e) When deemed necessary, the Ethics Committee may seek the opinions of experts and/or specialists from within or outside the University, and may invite experts and/or specialists to relevant sessions. The experts and/or specialists shall complete their work on the file referred to them by the Ethics Committee within the specified period of time and submit their opinion to the Ethics Committee in accordance with the request. Additional time for experts and specialists when necessary.
  - f) In cases where the relevant person submits his/her defence in writing, the Ethics Committee adds the document containing the defence of the relevant person to the file in which the ethical violation/ethical negligence review is conducted. After the written defence is submitted, the relevant person may be asked additional questions to be answered.
  - g) In cases where the relevant person makes his/her defence verbally, the Ethics Committee shall record the defence of the relevant person in the minutes. The minutes shall include when and where the action was taken, the content of the action, who participated in the action, the questions asked and their answers.
  - h) The minutes shall be signed by both the board members and the person concerned and shall be issued to be given to the person concerned upon request.
- 4) The person against whom a decision of ethical violation/ethical negligence has been made may request the Ethics Committee to re-evaluate the decision within one week from the notification of the relevant decision against the decision of ethical violation/ethical negligence.
- 5) The Ethics Committee's decisions cannot be shared with third parties other than those concerned through communication tools.

## **SANCTIONS**

### **ARTICLE 11**

If it is determined that there is a violation of scientific ethics as a result of the examination carried out by the Board, it decides to impose sanctions without prejudice to other sanctions stipulated

by the legislation and submits it to the approval of the University Administrative Board. The University Administrative Board decides what the sanction will be according to the situation of the ethical violation and submits it to the Rector for approval. The sanction approved by the Rector is notified to those concerned together with the decision of the Ethics Committee and the University Administrative Board after the final approval of the Board of Trustees.

## **RIGHT OF APPEAL**

### **ARTICLE 12**

- 1) Those concerned may appeal the decision within 7 (sevendays from the notification of the decision.
- 2) Appeal applications are made in writing to the Rectorate and are examined by the Board within 30 (thirty) days of their submission to the Board and a report on the appeal is prepared.
- 3) The objection is decided by the Rector within 15 (fifteendays after the report prepared by the Board on the objection is submitted to the Rectorate.

## **RE-EXAMINATION**

### **ARTICLE 13**

Re-examination cannot be made for the applications made for the same allegations regarding the works previously examined and decided on the merits by the Board. In this case, it must be determined by the Board that the works and the claims related to the works are exactly the same.

## **CONFIDENTIALITY**

### **ARTICLE 14**

The decisions of scientific research and publication ethics committees are confidential, except for general regulations. The determinations of the ethics committees shall be informed only to the persons and organisations specified in this Regulation and the applicant.

### **ARTICLE 15**

This Regulation enters into force on the date of its adoption by the Board of Directors of Near East University.

## **EXECUTION**

### **ARTICLE 16**

The Rector of Near East University executes this Regulation.