

REGULATION OF THE ETHICS COMMITTEE

(Regulation Under Articles 10(2)(3) and 16(2) of the Arkin University of Creative Arts and Design Establishment and Operation Statute)

SECTION ONE

Purpose, Scope, Basis, and Definitions

1. Purpose

This Regulation aims to determine the ethical principles to be observed in all scientific research, publications, research-based teaching and learning activities, artistic activities, and all other types of academic activities conducted at Arkin University of Creative Arts and Design ; to define the establishment, duties, powers, and responsibilities of the Scientific Research and Publication Ethics Committee; and to regulate the principles governing its operation.

2. Scope

This Regulation covers:

- (1) Issues of research ethics pertaining to all types of scientific research and studies conducted by the University community, as well as scientific activities carried out within the University; scientific research and development projects supported by University funds or conducted within units affiliated with the University,
- (2) Issues of publication ethics regarding all types of publications disseminated through the University's printed, visual, and auditory media outlets, as well as other external media outlets, or submitted for publication therein,
- (3) Issues of academic ethics concerning faculty members, researchers, and institutions benefiting from, or applying to benefit from, the University's support,
- (4) The fundamental principles of research-based teaching and learning ethics,
- (5) Institutional ethical principles,
- (6) The formation, duties, and working procedures of the Ethics Committee,
- (7) Issues related to applications to the Ethics Committee and ethical evaluation processes.

Applications regarding all types of theoretical and experimental studies conducted or to be conducted in fields with specific binding professional and scientific ethical rules—such as Medicine, Dentistry, Pharmacy, Health Sciences, Engineering, Architecture, and Law—including applications for preliminary research permission requiring the approval of the Ethics Committee, shall be evaluated by specialized subcommittees established upon consultation with the relevant faculties, in accordance with the ethical principles specific to the respective field. The Ethics Committee may also establish specialized subcommittees in other disciplines when required by the subject matter of the application. All decisions of the subcommittees must be approved by the Ethics Committee. Furthermore, subcommittees may recommend that their decisions be communicated to external professional organizations' ethics committees, such as chambers or bar associations.

3. Definitions

In this Regulation:

- a) **Ethics Committee:** refers to the Ethics Committee of Arkin University of Creative Arts and Design,
- b) **Rectorate:** Refers to the Rectorate of Arkin University of Creative Arts and Design,
- c) **University:** Refers to Arkin University of Creative Arts and Design (ARUCAD),
- d) **University Community:** Refers to the University community, including academic administrators, academic staff, researchers, and students, regardless of whether they serve on a full-time or part-time basis;
- e) **Ethical Violation:** Refers to intentional actions that violate ethical principles and rules in scientific research, scientific publications, and research-based teaching and learning activities, within the duties, powers, and responsibilities of an academic and scientific institution,
- f) **Ethical Negligence:** Refers to unintentional actions arising from negligence, carelessness, ignorance, inexperience, or error in complying with ethical principles and rules in scientific research, scientific publications, and research-based teaching and learning activities, within the duties, powers, and responsibilities of an academic and scientific institution.

4. Fundamental Academic Ethical Principles and Values

The “Principles of Ethical Conduct for Higher Education Institutions” defined by the Council of Higher Education of the Republic of Turkey have been approved by the Senate and their implementation has been decided.

SECTION TWO

Formation and Operating Principles of the Ethics Committee

5. Formation of the Ethics Committee

- (1) The Ethics Committee shall be composed of faculty and school representative members approved by the Rectorate in accordance with the recommendations of the deans for faculties, and the directors for vocational schools and the English Preparatory School, and ratified by the Senate.
- (2) Candidates for membership in the Ethics Committee must be full-time faculty members of the University who have no proven past behavior contrary to ethical principles.
- (3) Following Senate approval, members shall be officially appointed as Ethics Committee members by the relevant Rectorate through a formal letter.
- (4) The term of office for members is three years. In the event that a member resigns or leaves office, a new member shall be appointed in the same manner within two months at the latest, to serve the remainder of the term of the departing member.
- (5) Members whose terms have expired may be reappointed using the same procedure.
- (6) Membership of a member who fails to attend two consecutive Ethics Committee meetings within a year without a valid excuse shall be automatically terminated.
- (7) In its first meeting, the Ethics Committee members shall elect from among themselves a chairperson, a vice-chairperson, and a secretary.

6. Duties of the Ethics Committee

The duties of the Ethics Committee are as follows:

- (a) To determine, develop, and, when necessary, propose modifications to the principles that ensure

the ethical conduct of scientific research carried out wholly or partially supported by the University (including proposed and completed projects) or conducted by University members,

- (b) To examine applications regarding faculty members, students, and administrative staff who have acted contrary to the ethical principles specified in this regulation,
- (c) To review applications concerning unethical behaviors identified or reported during the monitoring of research projects carried out by University members or partially or fully supported by the University (including proposed and completed projects), and in manuscripts published in the University's scientific journals or other media outlets, or submitted for publication; to seek expert or advisory opinions when necessary; to correspond with relevant individuals; to request information; and to provide opinions,
- (d) To examine and make decisions, from an ethical perspective, on the past research, publications, and other activities of individuals applying for or currently benefiting from any form of University support, regardless of the connection of such activities to the University, upon the request of the relevant unit or institution; to seek advisory opinions when necessary; to correspond with relevant individuals; to request information; and to provide opinions,
- (e) To review files examined directly by the Ethics Committee or through appointed advisors, to examine the reports of commissions and rapporteurs, and to submit a final report to the Rectorate within one month; to inform the Rectorate in writing regarding files deemed outside the scope,
- (f) To ensure that behaviors found to be contrary to research and publication ethics, which have been concluded and decided upon, are communicated to the relevant parties by the Rectorate,
- (g) To propose to the Rectorate the organization of educational activities, in cooperation with the relevant units, institutions, and organizations, aimed at eliminating unethical behavior, primarily in academic, research, and publication ethics.

7. Procedure for Submitting Applications to the Ethics Committee

- (1) Applications containing allegations of unethical behavior shall be submitted to the Rectorate. Applicants are obliged to provide concrete information and evidence related to the subject of the allegation along with their application. Applications are forwarded by the Rectorate to the Ethics Committee for review.
- (2) In cases where allegations of ethical violations are made through publications, electronic means, or similar communication tools, the Rectorate may also request the Ethics Committee's review ex officio.
- (3) Applicants shall be informed as soon as possible by the relevant authority regarding the actions taken in relation to their application.
- (4) Unsigned applications shall not be accepted. However, in the case of unsigned applications supported by concrete information and evidence, the Rectorate may request the Ethics Committee to review the case ex officio.
- (5) During the review process, the Ethics Committee shall conduct correspondence with other institutions and organizations through the Rectorate.
- (6) If an application previously evaluated and concluded by the Ethics Committee is resubmitted without presenting new evidence, the application shall not be considered.

8. Principle of Confidentiality

- (1) Applications submitted to the Ethics Committee, the Committee's review and evaluation processes, and its decisions shall be confidential. No information shall be disclosed to anyone other than the applicant.
- (2) The principle of confidentiality is binding for members of the Ethics Committee, its subcommittees, and academic administrators, even in cases where the application subject has become public through publication.

- (3) Violation of the principle of confidentiality constitutes a disciplinary offense. The Rectorate shall initiate necessary disciplinary procedures against those who fail to comply with this principle.
- (4) All documents, correspondence, and reports related to matters reviewed by the Ethics Committee shall be preserved by the Office of the Ethics Committee Chair within the legally prescribed period.

9. Operating Procedures of the Ethics Committee

- (1) The Ethics Committee shall convene at least once every academic term. The date, time, and agenda of the meeting shall be communicated in writing to the members by the chair at least one week prior to the meeting. If deemed necessary, additional agenda items may be provided to the members.
- (2) Documents related to the matters to be discussed on the agenda (for research, copies of the research files) shall be provided to the members.
- (3) Outside of regular meetings, the Ethics Committee may be convened for an extraordinary meeting by the chair due to high application volume or urgent matters.
- (4) The quorum for meetings and decisions of the Ethics Committee shall be two-thirds of the total number of members.
- (5) The Ethics Committee conducts its evaluations based on the submitted files. During the review and evaluation process, individuals against whom an ethical violation application has been filed shall be granted the right to defense when necessary. If the relevant individuals fail to respond within three weeks from the date they are informed of this right, they shall be deemed to have waived their right to defense. In such cases, the Ethics Committee shall make its evaluation and form its opinion based on the other available information and data.
- (6) The Ethics Committee shall attach written defenses to the relevant file. The Committee may also pose additional questions to the personnel if deemed necessary.
- (7) In cases where the defense is presented orally, the Ethics Committee shall record the defense in a protocol. The protocol shall include the date and place of the procedure, its content, participants, and the questions and answers. The protocol shall be signed by both the Committee members and the relevant personnel and, if requested, a copy may be provided to the personnel.
- (8) Prepared reports shall be discussed in the Ethics Committee and voted upon. The final report shall be signed by the members. Any member who does not agree with the decision must provide a written dissenting opinion.
- (9) Abstentions shall be considered as votes against (negative). In the event of a tie, the decision shall be made in accordance with the vote of the Chair.
- (10) The Ethics Committee shall submit its opinions and recommendations, including the results of its reviews, to the Rectorate.
- (11) In cases where the Ethics Committee identifies an ethical violation or ethical negligence, the Rectorate shall initiate administrative and/or legal procedures and conduct disciplinary investigations regarding the matter.
- (12) The Ethics Committee shall consider and evaluate applications solely from an ethical perspective. Its review criteria and recommendations are based on international conventions and declarations, as well as established ethical principles and rules. In cases where an ethical issue is not addressed in national or international texts, the Ethics Committee may formalize it as a principle or rule.
- (13) Individuals and organizations filing allegations of ethical violations shall be informed by the Rectorate, together with the relevant units and institutions, regarding the results of the review and evaluation of their applications.
- (14) Investigations or inquiries conducted or being conducted by other committees or institutions shall not prevent the Ethics Committee from conducting its review of ethical violations under these procedures.
- (15) When necessary, the Ethics Committee may establish a subcommittee composed of qualified

experts for each file, or may consult experts or advisors for review and opinions.

- (16) A subcommittee appointed by the Rectorate shall submit a preliminary report to the Ethics Committee within two months, presenting the results of its confidential review of the file along with its assessment and opinions on the matter. Committees may consult advisors, experts, and witnesses when necessary. Experts and advisors shall also submit separate reports to the Ethics Committee within two months, based on their confidential review of the file. The Ethics Committee may grant additional time if deemed necessary.
- (17) Information and documents requested by subcommittees, experts, or advisors shall be provided through the Ethics Committee. The Ethics Committee may, if necessary, propose to the Rectorate that experts or advisors be invited to the meeting.

SECTION THREE

Appeal Against Decisions of the Ethics Committee

10. Appeal Against Decisions of the Ethics Committee

Appeals may be submitted to the Rectorate against the decisions of the Ethics Committee or the related applications. Such appeals must be made within 20 working days following the notification of the decision or application to the parties involved. The Rectorate shall forward appeals, whose justification it deems appropriate or which contain new evidence, to the Ethics Committee for re-evaluation. The decision of the Ethics Committee following the re-evaluation shall be final.

SECTION FOUR

Other Provisions

11. Entry into Force

This Regulation shall enter into force as of the date it is approved by the Senate of Arkin University of Creative Arts and Design.

12. Execution Authority

The provisions of this Regulation shall be executed by the Rector of Arkin University of Creative Arts and Design.