

ETHICAL CONDUCT PRINCIPLES

SECTION ONE Definitions, General Principles, Values

1. Definitions of Ethical and Unethical Conduct

- a) **Ethics:** A field of thought in which individuals reflect on the foundations of living in accordance with values, and, based on these reflections, develop theoretical and social instruments that enable them to distinguish right from wrong and to identify and implement appropriate modes of conduct,
- b) **Academic Ethics:** The adherence to ethical rules of conduct by academics throughout the processes of sharing their knowledge and expertise in scientific and academic activities, transmitting this knowledge to their students, producing and evaluating scientific work, engaging with various stakeholders of society, participating in reward and promotion processes, and at every stage of structuring scientific institutions and universities on the basis of scientific competence as well as training well-educated scholars,
- c) **Fabrication:** Creating data and results that do not exist,
- d) **Falsification:** Deliberately altering data and/or results and/or omitting data,
- e) **Duplication:** Publishing the same study in more than one publication medium,
- f) **Slicing:** Dividing a study into multiple parts for the purpose of increasing the number of publications,
- g) **Plagiarism:** Publishing the ideas, data, works, and publications of others as if they were one's own without proper citation and without acknowledging sources in accordance with scientific standards,
- h) **Gift (Honorary) Authorship:** Appearing or being presented as an author of a study without having contributed sufficiently (to the design of the research, collection of data, analysis, preparation, and approval of the publication),
- i) **Author Omission:** Failing to include, among the listed authors, an individual who has contributed to the study,
- j) **Violation of the Principle of Voluntary Participation:** Coercing students or other participant groups to take part in a study,
- k) **Failure to Obtain Informed Consent:** Obtaining permission from research volunteers without providing sufficient information regarding the procedural steps and risks of the study,
- l) **Violation of the Principle of Confidentiality:** Sharing personal or institutional data obtained from participants without legal obligation, or failing to protect the identities of participants involved in the research.

2. General Principles

This regulatory document is based on five fundamental values and principles:

- (1) **Academic freedom and autonomy;** Academic freedom refers to the ability of academic staff to make their own independent choices without being subjected to any form of imposition or pressure. Academic autonomy denotes the condition in which academia and academics, as an institutional structure, are not bound to a higher authority or to externally imposed orders and instructions, and are able to determine academic and scientific fields of study and methodologies freely.
- (2) **Academic integrity;** Acting in accordance with the ethical principles and standards that must be observed within the academic environment; strengthening the bonds of trust and honesty among members of the academic community; and ensuring society's confidence in science and scientists. Academic integrity also entails sincerely upholding academic standards and maintaining honest, transparent, and responsible conduct in all academic activities.
- (3) **Responsibility and accountability;** Assuming personal and professional responsibility for all scientific and academic conduct and activities; performing assigned duties with the required quality and diligence; refraining from actions that may harm the institutional identity and reputation of the university; ensuring the efficient use of financial and material resources; and working harmoniously and effectively with other individuals and units.
- (4) **Protection and enhancement of fundamental rights;** Institutions of higher education protect and uphold the fundamental human rights of their members and all individuals in society. Individuals must ensure that their actions and decisions consistently reinforce and support these rights.
- (5) **Respect for others;** The university respects and values human differences and does not tolerate behaviors such as discrimination or harassment. This principle entails treating colleagues, employees, students, stakeholders, and external units and individuals with respect and courtesy, and considering the dignity and needs of all persons with whom one interacts.

3. Values

- (1) It is essential that scientists and institutions of higher education refrain from engaging in conduct that violates ethical values. Scientific work is built upon a foundation of trust. It is assumed that scientific studies rest on honest and accurate foundations, that researchers collect data using proper methods, that appropriate analytical techniques and statistics are used, and that results are reported accurately.
- (2) Academic integrity is one of the most important values required in the process of generating knowledge. All individuals conducting research are expected to adhere meticulously to the existing standards of academic integrity throughout the execution and presentation of their work. A researcher must also be honest with themselves.
- (3) Commitment to professional standards forms the basis of personal integrity in a research career. Research must rest on ethical values such as honesty in daily life, compliance with rules, transparency, impartiality, reliability, and respect for others. Scientific standards entail adherence to these values throughout the research process. Transparency in sharing research materials, fairness in reviewing support proposals, respect shown to colleagues and students, and honesty in disseminating, writing, and presenting research findings to the public are fundamental principles. Resources obtained from research funds must be used responsibly. At every stage—from the design of a scientific study to data collection, reporting, publication, and dissemination to readers—research and publication ethics must be observed. Editors and reviewers are required to comply with ethical principles during the publication of scientific research.
- (4) Noncompliance with scientific standards and violations of ethical rules may vary in degree. The most serious violation of these standards is scientific misconduct. Scientific misconduct is defined as providing false information in the proposal, implementation, or review of research

or in the reporting of research results; manipulating information; or academic theft (fabrication, falsification, or plagiarism—FFP). The most important distinction between scientific misconduct and errors or negligence is the intent to deceive.

(5) Academic institutions and educational organizations must be structured and managed in a manner consistent with academic culture and values. Merit holds a distinctive place among academic values. Scientific merit must be accepted as the fundamental criterion throughout academic life, including teaching, administration, and academic evaluation. Academic culture and traditions hold meaningful significance in governance and educational ethics. Governance ethics and educational ethics cannot be considered separate from research ethics.

SECTION TWO

Obligations of Academic Staff

4. Obligations of Academic Staff Toward Their Colleagues

Academic staff members have obligations toward their colleagues arising from their membership in a scientific community.

In this regard, an academic staff member:

- (a) Acts respectfully and fairly toward colleagues, whether in an academic or administrative capacity,
- (b) Defends the academic freedom rights of colleagues,
- (c) Is fair and objective when presenting professional opinions or judgments regarding the work of colleagues and does not knowingly make false or malicious statements about them,
- (d) Does not disclose confidential or personal information obtained about colleagues unless legally required,
- (e) Actively supports the professional development of colleagues,
- (f) Does not discriminate against colleagues on political grounds or based on race, language, religion, gender, sexual orientation, ethnic origin, physical disability, or for arbitrary or personal reasons,
- (g) Does not intentionally obstruct or deny colleagues the exercise of their professional rights and privileges,
- (h) Does not engage in special conduct or use coercive means to influence the professional decisions of colleagues.

5. Obligations of Academic Staff Toward Their Own Disciplines

Acting with a belief in the value and dignity of advancing knowledge, academic staff members are aware of the special responsibility entrusted to them. Their primary responsibility toward their own field is to seek the truth and express it as they understand it. To this end, academic staff dedicate themselves to the development and improvement of their scientific competence.

In this context, an academic staff member;

- (a) Maintains up-to-date knowledge in their academic field,
- (b) Preserves academic integrity in all scientific endeavors,
- (c) Does not disparage other disciplines or engage in conduct that would undermine the confidence of students enrolled in other programs or academic departments of the university,
- (d) Does not make misleading statements in applications for professional positions or provide false information regarding professional qualifications, nor intentionally conceal facts related to their own competence and credentials,

- (e) Does not accept any reward, gift, favor, or donation that could impair or appear to impair professional judgment or conduct,
- (f) Does not serve as a project researcher, expert witness, or member of an examination, thesis, appointment, or promotion committee in areas outside their expertise,
- (g) Does not serve on appointment or promotion committees involving individuals with whom they have a relationship of personal interest or a conflict of interest.

6. Obligations of Academic Staff Toward the University

As members of an academic institution, academic staff strive above all to be effective educators and scholars.

Within this framework, an academic staff member:

- (a) Assumes responsibility for participating in university governance through committees, commissions, or organizational bodies at various levels within the university,
- (b) Refrains from engaging in professional activities outside the institution that are incompatible with their duties and responsibilities at the university,
- (c) Acts objectively and fairly in processes of recruitment, evaluation, promotion, or dismissal conducted in accordance with university regulations, observing the principles of merit,
- (d) Treats all personnel of the department, faculty, or university with respect and fairness, does not use them for personal gain or private affairs, and does not verbally or physically harass them,
- (e) Uses the university's financial resources with integrity,
- (f) Does not use their institutional or professional position for personal benefit,
- (g) Does not use university facilities or resources for personal interests.

7. Obligations of Academic Staff Toward Society

Academic staff members have obligations toward various segments of society. They assess the prioritization of these obligations in light of their responsibilities to their students, colleagues, disciplines, and institutions.

Within this framework, an academic staff member:

- (a) Strives to play an active role in enhancing the economic, cultural, and intellectual capacity of society,
- (b) Distinguishes scientific findings from personal opinions in statements directed toward the public,
- (c) Exercises care in differentiating between personal views and the official views of the university in any form of public discourse, and clearly expresses the distinction between statements made as a university employee in the context of research, teaching, service, and professional duties, and those made as personal opinions,
- (d) Regards serving the society to which they owe their development as a social responsibility,
- (e) Voluntarily undertakes educational and service activities necessary for raising public awareness in their field of expertise.

SECTION THREE

Ethics of Scientific Research, Publication, and Evaluation

8. Scientific Research and Publication Ethics

- (1) Scientific research is the formulation of a problem and the investigation, examination, and evaluation of that problem using universal scientific methods. The fundamental principles

applicable in scientific research include possessing sufficient competence in designing and conducting the research; maintaining self-criticism, honesty, and transparency during the execution of the research and the analysis of findings; and respecting the work of those who have conducted or are conducting research on the same topic. Three essential principles of scientific research ethics are: approaching the research problem with integrity, being open and honest when reporting research results, and making the contributions of all research participants visible.

- (2) A scientific study must comply with research methodology and research ethics. At the outset of the research, the distribution of responsibilities throughout the research process and the allocation of all rights arising from publications must be determined. Misreporting data, fabricating data, or using another person's data without permission constitutes an ethical violation. All sources (including electronic sources) and methods used for data collection and analysis must be presented in the study.
- (3) The purpose of scientific publication is to ensure that the knowledge and expertise produced and developed are disseminated through sharing, thereby advancing science for the benefit of humanity. In a scientific publication prepared with this purpose, the information contained must be accurate and complete; the publication must not deliberately contain incomplete information; scientific ethics must be observed throughout the stages of producing and developing information; only knowledge and data developed and compiled within a scientific framework should be published; and the content of the publication must be impartial, uninfluenced by personal interests, concerns, political views, or beliefs. All sources used in the publication must be cited. The contributions of those involved in producing, compiling, measuring, or preparing the information for publication must be acknowledged either as authors or through expressions of gratitude.
- (4) Presenting another person's work (in written, printed, or electronic form) or artistic productions in their entirety as one's own; presenting a portion of such work as one's own without proper citation in accordance with scientific publication standards; presenting findings or artistic works without clearly indicating that they are quoted (by changing the font style, writing in italics, placing within quotation marks, marking within the text, or noting in footnotes or the bibliography); altering wording or sentence structure and presenting it as original; or presenting the ideas, information, or practices of others as one's own constitute forms of plagiarism. Providing incomplete information when citing, supplying incorrect bibliographic details, or unintentionally using a source as if it were one's own idea due to forgetting its origin (subconscious appropriation) are subtler forms of plagiarism.
- (5) The publication of an abstract in a conference or meeting does not prevent the full work from being submitted for publication. However, the fact that the work has been presented at a conference or meeting must be disclosed in the submission for publication. Re-publication of a work in different languages is acceptable; however, when submitting for publication, the original publication must be acknowledged, and it must be cited in the work. When authors submit a manuscript to a journal, they must provide detailed information regarding similar publications in other languages that are in the publication process.
- (6) Authorship rights must be respected in publications. Authorship, as defined by the International Committee of Medical Journal Editors (ICMJE), entails assuming duties and responsibilities at all stages of the research and publication process. To prevent potential disputes in the future, it is advisable to determine at the outset of the study who will be authors, who will be acknowledged as contributors, and who will be thanked. The order of authorship should be determined according to the level of contribution provided to the research.

9. Ethics of Scientific Evaluation

There are fundamental ethical values and principles that must be observed in publication reviews, academic promotions, expert evaluations, examination committees, and journal refereeing processes. Within this framework, the faculty member:

- (a) Acts independently and impartially,
- (b) Shows sensitivity to honesty, truthfulness, and adherence to the principle of confidentiality,
- (c) Acts in accordance with the principle of equality,
- (d) Does not behave with prejudice, acts consistently, and remains descriptive, clear, and explicit in scientific evaluations,
- (e) Complies with the allotted evaluation period; in evaluation processes, provides constructive feedback and suggestions rather than merely offering criticism,
- (f) Does not abuse refereeing duties through intellectual appropriation, inspiration beyond ethical limits, or plagiarism; and does not obtain unfair advantage,
- (g) Does not obstruct or delay the publication of an article except for scientifically justified reasons,
- (h) Does not deviate from scientific criteria in the selection of referees, and pays attention to appointing referees who work in the relevant field,
- (i) Declines evaluation requests that fall outside his/her field of expertise.

SECTION FOUR **Ethics of Education and Teaching**

10. Responsibilities of Faculty Members in the Education and Teaching Process

Faculty members are required to comply with certain ethical values and principles throughout the education and teaching process.

Within this framework, the faculty member:

- (a) Delivers courses in accordance with the curriculum content approved by the authorized committees,
- (b) Provides the support and assistance required by relevant legislation to students with disabilities,
- (c) Is present at the place and time specified in the course schedule,
- (d) Prepares a written syllabus for all courses taught and makes this syllabus accessible to every student from the very first class session.

A course syllabus must include the following information:

- a. General information about the course (course code and title, prerequisites, weekly schedule, name of the instructor, office number, telephone number, e-mail address, etc.),
- b. Course objectives previously approved by the department and relevant academic unit,
- c. Teaching methods (lecture, discussion, laboratory work, etc.),
- d. Required course materials (books, handouts, library resources, etc.),
- e. The main and supplementary topics that constitute the course content,
- f. Required reading and writing assignments or oral work, along with their estimated dates.
- g. The methods and criteria to be used in evaluating the student's academic performance,
- h. Explanations regarding behaviors that violate academic integrity,
- i. The instructor's office hours.

- (e) In accordance with the relevant legislation, the instructor may not disclose students' grades unless mandated by a court decision or permitted by the student's written consent. For educational and legal purposes, students' grades may be accessed only by university administration, the instructor, and authorized personnel.
- (f) The instructor may not be absent from courses or university-related duties without permission from the competent authorities or without a valid excuse.

11.Obligations of Instructors Toward Students

As educators, instructors respect students and demonstrate full commitment to their roles as intellectual guides and advisors.

Within this framework, instructors:

- (a) Create an environment that encourages and supports students in conducting research and engaging in learning,
- (b) Encourage students to learn the fundamental values and principles of the profession or discipline, to express their ideas freely, and to think independently,
- (c) Make the learning outcomes of each course/program explicit, and determine the course requirements and success criteria,
- (d) Evaluate students' work and performance fairly, impartially, and honestly; provide assessments that contribute to students' learning, and offer timely and constructive feedback,
- (e) Evaluate and announce students' work and examinations in a timely manner,
- (f) Safeguard students' academic freedom to learn and do not permit practices that may harm their right to learn,
- (g) Take into consideration students' evaluations regarding courses,
- (h) Respect students' private and personal information and keep such information confidential, except in cases where disclosure is required by law,
- (i) Informs students of the professional and intellectual responsibilities they are expected to uphold during the teaching process, in other academic work, or in public service,
- (j) Does not exploit students for personal gain, nor present a jointly prepared work without acknowledging the students' contributions,
- (k) Acts fairly and objectively when providing references for students,
- (l) Does not allow personal closeness or relationships with students that would exceed the boundaries of professional conduct,
- (m) Recognizes that any form of harassment is unacceptable and conducts themselves accordingly,
- (n) Continuously develops their expertise by conducting research in their teaching field, ensuring that students receive up-to-date and high-quality education,
- (o) Acknowledges that students have different abilities and characteristics, and strives to contribute to each student's intellectual and personal development,
- (p) Respects students' feelings and thoughts when addressing sensitive subjects,
- (q) Serves as a role model for students through their behavior, promoting high professional ethical values and well-rounded development,
- (r) Encourages students to show respect toward one another and toward teaching staff,
- (s) Takes care to protect students from environments that may hinder their learning or pose risks to their health or safety,
- (t) Does not accept any treats or gifts from students.

SECTION FIVE **Service Ethics**

12.Ethical Values and Principles Governing the Provision of Service by Academic Staff

Academic staff members are expected to observe a set of ethical values and principles in the delivery of services.

Within this framework, academic staff members:

- (a) Act in accordance with the principles of legality, justice, equality, and integrity in all actions and procedures conducted within the scope of community service; do not discriminate on the basis of language, religion, philosophical belief, political opinion, race, gender, or similar grounds while performing their duties or granting access to services; and refrain from behaviours or practices that violate or restrict human rights and freedoms or impede equal opportunities,
- (b) Demonstrate sensitivity to social issues (such as environment, health, education, justice, etc.) and act with regard for the welfare of humanity,
- (c) Do not neglect their obligations to the University when participating in any activity or undertaking outside the institution,
- (d) Conduct any income-generating activities performed outside the University in compliance with existing legal regulations and the principle of integrity,
- (e) Refrain from serving as a vehicle for commercial advertisements,
- (f) Do not use their institutional or professional title and position for personal gain,
- (g) Protect the University's standing and reputation in society during activities carried out outside the institution,
- (h) Present their views to the public in a fair, accurate, complete, and objective manner,
- (i) Avoid activities that may jeopardize their integrity and impartiality,
- (j) Carry out public services in accordance with established standards and procedures, inform service recipients throughout the service process by providing necessary explanations regarding relevant tasks and procedures,
- (k) Do not engage in arbitrary conduct, or in oppressive, insulting, or threatening practices; do not prepare reports that lack clear and conclusive evidence; do not request or accept services, facilities, or similar benefits for themselves in violation of regulations,
- (l) Refer individuals to the relevant unit or authorized body when the matter falls outside the scope of their authority,
- (m) Report to the competent authorities if they are asked to engage in actions or practices that are unethical or unlawful, or if they become aware of or witness such behaviours while performing their duties,
- (n) Act with caution regarding conflicts of interest, take necessary steps to avoid them, and promptly disclose any conflict upon its identification,
- (o) Do not use their duty, title, or authority to secure benefits for themselves, their relatives, or third parties, nor act as intermediaries for such purposes.
- (p) Does not use—or allow others to use—his/her position, title, or authority to promote, sell, or distribute books, journals, tapes, CDs, or similar products for personal or others' gain.
- (q) Does not use official or confidential information obtained during the performance of duties, or as a consequence of those duties, to secure direct or indirect economic, political, or social benefits for him/herself, relatives, or third parties; and does not disclose such information to any institution, organization, or individual other than the competent authorities, both during service and after leaving office.
- (r) Does not accept any gifts or benefits—directly, indirectly, or through intermediaries—for him/herself, relatives, or third parties from individuals or legal entities who have a business, service, or interest relationship related to the academic staff member's duties.
- (s) Avoids waste and extravagance in the use of public buildings, vehicles, and other public goods and resources, and acts efficiently, effectively, and prudently when using working hours, resources, manpower, and institutional facilities.

SECTION SIX

Academic Governance Ethics

13. Academic Governance Ethics

- (1)** Academic administrators are obliged to adopt an effective and resolute stance against those who violate the principles of research and scientific ethics, regardless of their position. All individuals must protect and uphold academic ethical principles under all circumstances, without exemption from external oversight. Confidentiality and the presumption of innocence must be carefully observed in all inquiries and investigations.
- (2)** Scientific productivity cannot flourish in environments lacking trust, peace, and workplace harmony. Administrators are responsible for ensuring an atmosphere of security and collegiality within the academic setting. It is the duty of the administration to provide adequate physical conditions, research facilities, technical staff, and necessary institutional support.
- (3)** Ethics committees established within higher education institutions to examine unethical attitudes and behaviors must operate impartially and independently; institutional administrators, within the framework of shared responsibility, must stand behind the decisions rendered by these committees.

Higher education administrators are themselves subject to a set of ethical values and principles to which they must adhere.

Within this framework, administrators shall:

- (a)** Recognize the personal dignity and professional standing of academic staff and acknowledge that ethical principles constitute indispensable and inalienable values,
- (b)** Refrain from discrimination among academic staff on the basis of religion, race, language, ethnic origin, or gender;
- (c)** Work toward ensuring academic autonomy and regard academic freedom, as well as respect for differing ideas and viewpoints, as foundational values of university life,
- (d)** Base the evaluation of faculty appointment and promotion applications on the academic performance criteria approved by the university senate; avoid departing from professional standards in recruitment, promotion, and appointment processes. They shall take utmost care that merit principles are not violated in defining the specific qualifications sought in academic staff position announcements.
- (e)** Declare that favoritism, bribery, and all forms of harassment and mobbing constitute serious ethical violations, and make the fight against such conduct one of the priorities of university life,
- (f)** Adopt as a principle the implementation of all necessary educational, awareness-raising, and informational measures to ensure that behaviors such as harassment, intimidation, and mobbing are completely excluded from academic life, and demonstrate solidarity with those subjected to such behaviors,
- (g)** Act in accordance with the principles of equality and merit in facilitating the participation of academic staff in national and international scientific activities,
- (h)** Refrain from practices that restrict personal rights or create obstacles detrimental to individuals' careers,
- (i)** Safeguard the legal rights of academic staff arising from their scientific, artistic, research, and publication activities,

- (j) Ensure the fair allocation of teaching loads and additional course load requests of academic unit administrators and faculty members by taking into account the academic staff's fields of expertise and competency,
- (k) Regard every individual who is a student, employee, or academic staff member as an equal person, regardless of status or position,
- (l) Act sensitively in taking necessary measures against all forms of discrimination arising from gender inequality,
- (m) Ensure that all university administrators act transparently and remain accountable to legal scrutiny in the use of university resources and the conduct of administrative tasks,
- (n) Not disclose confidential information obtained during the course of duty to unauthorized persons or entities,
- (o) Not accept gifts, loans, or hospitality for personal gain from any individual, company, or organization that conducts or seeks to conduct business with the university,
- (p) Provide appropriate conditions for ethics committees to operate independently, implement ethics committee decisions fairly, and refrain from remaining silent in the face of unethical behaviors. Individuals whose ethical violations have been confirmed shall not be appointed to administrative positions; if an ethical breach is identified while in office, necessary action shall be taken and the disciplinary board's decision shall be enforced,
- (q) Demonstrate diligence in the timely and proper implementation of court decisions in accordance with constitutional and legal obligations,
- (r) Uphold the principle of neutrality in relations with political bodies and other civil society organizations.

SECTION SEVEN

Other Provisions

14. Equality and Anti-Discrimination

All academic units at ARUCAD operate in accordance with Article 8 (Equality) of the Constitution of the Turkish Republic of Northern Cyprus (www.mahkemeler.net), the TRNC Labor Law (<https://csgb.gov.ct.tr/E-MEVZUAT>), the TRNC Law on the Protection, Rehabilitation, and Employment of Persons with Disabilities (<https://csgb.gov.ct.tr/E-MEVZUAT>), as well as the regulations of the ARUCAD Disabled Student Advisory and Coordination Unit and the Regulations on Educational, Instructional, and Examination Measures for Students with Disabilities. Individual differences are regarded as a source of richness and strength within the ARUCAD community. In this regard, all academic units at ARUCAD exercise great care in providing equal and fair working and learning opportunities and conditions for all ARUCAD personnel and students from diverse backgrounds and with differing characteristics. Every member of ARUCAD is responsible for upholding the values of equality and fair treatment and for combating prejudice and all forms of discrimination.

15. Copyright

Respect for copyright and adherence to copyright regulations are responsibilities shared by all academic and administrative members and stakeholders at ARUCAD. ARUCAD personnel and students are obliged to comply with the ARUCAD Copyright Policy. Unless expressly permitted through exceptional educational exemptions or specific licensing arrangements granted to ARUCAD

members, personnel and students are not allowed to reproduce, distribute, download, or otherwise use copyrighted works without the explicit permission of the copyright holder. Violations of copyright rules may result in disciplinary proceedings or legal sanctions.