

ALTINBAŞ UNIVERSITY ETHICS COMMITTEE DIRECTIVE

PART I

OBJECTIVE, SCOPE, BASIS AND DEFINITIONS

Objective

Article 1 – The objective of this Directive is to set forth rules and regulations governing the formation, duties and powers of Ethics Committee at Altınbaş University.

Scope

Article 2 – This Directive covers scientific and clinical research, publications, and all other academic, artistic and social responsibility activities created and carried out by Altınbaş University members.

Legal Basis

Article 3 – This Directive has been drawn up based on Article 14 of Higher Education Act No. 2547, which governs the senate's responsibility to monitor and issue decisions accordingly with regard to the university's academic, research and publication activities.

Definitions

Article 4 – The following terms are used in this Directive with the meanings specified;

University: Altınbaş University,

President: President of Altınbaş University,

Senate: Altınbaş University Senate,

Unit: All academic and administrative units at Altınbaş University,

Members: Students, faculty and staff at Altınbaş University,

Ethics Committee: Altınbaş Üniversitesi Ethics Committee,

Chair: Chair of Altınbaş University Ethics Committee,

Committee Member: Member of Altınbaş University Ethics Committee,

PART II

COMMITTEE COMPOSITION, STRUCTURE, DUTIES AND POWERS

Committee Composition

Article 5 – Ethics committee shall compose of members (at least one representative from each undergraduate school) selected by the senate. The President shall appoint each selected members as an ethics committee member. Their appointment as ethics committee member shall be notified in writing to each member.

Committee Structure

Article 6 – At their first meeting, the members of the ethics committee shall elect a Chair from among its members. The Chair of Ethics Committee shall be responsible for ensuring the proper functioning of the Ethics Committee.

Term of Office for Committee Members

Article 7 – (1) Ethics committee members shall hold office for three years.
(2) Members whose terms expired can be re-appointed.

(3) Membership of members who do not attend meetings two times a year without excuse shall be terminated.

(4) Members may resign from membership by giving a prior notice in writing to the Committee.

(5) Vacancy shall be filled within a month in accordance with the relevant provisions of this Directive.

Duties and Powers

Article 8 – (1) The duties of the Ethics Committee is to ensure that University members abide by the rules of professional conduct and ethics when engaged in scientific and clinical research, publications, and all other academic, artistic and social responsibility activities at Altınbaş University. The Committee shall maintain procedures to identify violations before and during ethics proceedings.

(2) The Committee may form sub-committees consisting of scientists or experts in different fields in order to fulfil the abovementioned duties. The rules and procedures governing the creation and functioning of sub-committees shall be set forth by the Ethics Committee.

PART III

COMPLAINTS PROCEDURES AND ADDRESSING ISSUES/COMPLAINTS

Filing an Application

Article 9 – (1) Applications to bring an issue or complaint before the Committee must be filed directly with the Ethics Committee Office. The Committee Chair shall review the applications and send them to the Committee for a resolution. Issues and complaints that need to be reviewed by the Committee can be submitted to the Committee by the President or other committees and units at the University as well.

(2) Applications/complaints must be in writing. Complaints or applications that are not in writing, dated and signed by the complainant/applicants will be rejected.

(3) The Committee may start an investigation for issues that are subject to the Committee's investigative authority.

Addressing Complaints

Article 10 – (1) The Ethics Committee shall meet at least three times a year at the request of the Committee Chair. The Committee Chair shall give each member notice of the time, place and agenda of each meeting prior to the date set for such meeting. The Committee Chair shall prepare a brief agenda for each meeting of the Ethics Committee and shall transmit the agenda to each member.

(2) The Chair can also ask for an extraordinary general meeting.

Ethics Committee Meetings and Decision-Making Process

Article 11 - (1) The presence of all members is required to hold meetings. The decisions shall be passed by an absolute majority of the votes cast. In case there is equal number of votes, the Chair must decide the question by using a casting vote.

(2) The members of the Committee shall not participate in talks where matters, in which they are somewhat or somehow engaged, are discussed; they shall accordingly not cast votes regarding such matters.

(3) The Committee must conduct closed meetings. The members shall not discuss, talk about or provide information about the content of investigation files to others, except during the Committee meetings.

(4) The Committee may invite the relevant persons to attend the meetings, when deemed necessary by the Committee.

(5) The Committee may seek a second opinion or advice within or outside of the institution, when deemed necessary by the Committee.

(6) The decisions and their justifications must be written down and must be signed by all members of the committee. The members who cast opposite votes may attach a written letter, indicating their reason for opposing in writing, to the decision.

(7) The Committee Chair shall submit the Committee Decisions to the President's Office and other relevant offices and authorities in writing.

Post-Decision Procedures

Article 12 – The Ethics Committee issues declaratory judgments. All final decisions shall be released by the President's Office.

Privacy and Confidentiality

Article 13 – (1) Privacy and confidentiality is essential for all investigations conducted by the Ethics Committee. The Committee Chair is bound to safeguard the security and the confidentiality of confidential information in documents submitted to the Committee.

(2) The investigation files submitted or prepared by the Committee shall be kept indefinitely along with all documents and correspondence included.

(3) The secretarial services for the Ethics Committee shall be provided by the University Secretary-General's Office.

Correspondence

Article 14 – Any correspondence that needs to be made with other institutions and organizations during the investigation and decision-making process shall be performed by the President's Office.

Effective Date

Article 15 - This Directive shall become effective immediately on adoption by the members of the University Senate.

Execution

Article 16 - The provisions of this Directive shall be executed by the President of Altınbaş University.