

FENERBAHÇE UNIVERSITY

ACADEMIC RESEARCH AND PUBLICATION ETHICS DIRECTIVE

# PART ONE

## Purpose, Scope, Basis, and Definitions

Purpose

**ARTICLE** **1 –** (1) The purpose of this directive is to establish the principles of science and arts ethics to be followed in academic research, projects, and publications carried out by Fenerbahçe University’s academic and administrative staff as well as its students, and to define the procedures and principles regarding the formation, duties, authority, responsibilities, and activities of the academic research and publication ethics committee tasked with supervising compliance with these principles.

## Scope

**ARTICLE 2 –** (1) This directive shall apply to the personnel and students of Fenerbahçe University in the following areas:

1. Ethical violations related to all types of academic research, projects, and publications carried out individually or collaboratively,
2. Graduation projects, theses, postgraduate theses, scientific works prepared for publication during the educational process, and ethical issues related to scientific projects undertaken,
3. Publication ethics issues related to all types of publications, whether published or prepared for publication, in all forms of visual and audio media, both domestic and international,
4. Ethical issues related to the examination and evaluation of subjects used in biomedical research and ecological studies in terms of science and arts ethics, including methods such as questionnaires, interviews, tests, scales, focus group studies, field research, performance indicators, and data collection through observation, video/film, and audio recording in scientific research and activities.

## Basis

**ARTICLE 3 –** (1) This directive has been prepared on the basis of Article 14 of the Higher Education Law No. 2547 and the Council of Higher Education Scientific Research and Publication Ethics Directive.

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## Definitions

**ARTICLE 4 –** (1) The definitions in this directive are as follows;

1. Academic Research: Scientific and artistic research,
2. President: The president of the Academic Research and Publication Ethics Committee,
3. Ethics Committee / The Committee: The Academic Research and Publication Ethics Committee,
4. Rector: Fenerbahçe University Rector,
5. Rectorate: Fenerbahçe University Rectorate,
6. Senate: Fenerbahçe University Senate,
7. University: Fenerbahçe University,
8. Member: Members of the Academic Research and Publication Ethics Committee.

## Excluded and time-barred cases

**ARTICLE 5 –** (1) Examinations, complaints, and notifications regarding application files submitted under the associate professorship exam conducted by the Interuniversity Board fall within the scope of this directive.

1. The provisions of this directive, insofar as they do not conflict with the Council of Higher Education Scientific Research and Publication Ethics Directive, the Ministry of Health Clinical Research Regulation, and other relevant legislation, apply to research participants and specimens used in biomedical research and studies on ecological issues conducted by the personnel and students of Fenerbahçe University.
2. The investigation into an ethics violation is suspended for matters that have been referred to or decided by judicial bodies.
3. There is no time limitation for initiating an investigation into ethical violations such as plagiarism and forgery. For other ethical violations defined in the Council of Higher Education Scientific Research and Publication Ethics Directive, investigations cannot be conducted after ten years from the date of the incident.
4. For ethical violations other than plagiarism and forgery, allegations cannot be examined unless an investigation is initiated within two years of discovering the action constituting the violation.

# PART TWO

## Basic Principles of Academic Research and Publication Ethics

Basic principles of academic research ethics

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**ARTICLE 6 –** (1) The basic principles that are to be followed in academic research are outlined below:

* 1. Data is collected using scientific methods. While evaluating, analyzing, and interpreting data to draw conclusions, it's essential to strictly follow scientific methods. The results are not to be distorted, and any conclusions not supported by the data are not to be presented as part of the research findings.
  2. The provisions of the 'Regulation on Clinical Trials,' published in the Official Gazette on August 9, 2011, numbered 28030 by the Ministry of Health, shall apply to human biomedical research and clinical trials.
  3. The provisions of the "Regulation on the Working Procedures and Principles of Animal Experiments Ethics Boards", published in the Official Gazette on February 15, 2014, under number 28914, shall apply to activities such as academic research, testing, education, and training involving animals used in experiments.
  4. Researchers and authorities are obligated to inform and warn those involved about any harmful practices or negative outcomes that may arise within the scope of academic research.
  5. Researchers are not obligated to participate in research unless required by law.
  6. In studies, care must be taken to use, protect, and maintain the confidentiality of data and information obtained from individuals and institutions, in accordance with permitted scope and methods.

## Basic principles of publication ethics

**ARTICLE 7 –** (1) The basic principles to be followed in academic publications are as follows:

1. Individuals who did not contribute to the design, planning, execution, or preparation of academic research for publication cannot be listed as authors.
2. When using a study in academic publications, it must be properly cited following the rules of scientific citation.
3. Theses or studies that have not been submitted, defended, or accepted cannot be used as sources without the author's permission.
4. Except for universally recognized scientific theories, basic knowledge in scientific or artistic fields, and mathematical theorems and proofs, no part of any work can be translated or published in its original form without the permission of the copyright holders and relevant institutions.

## Basic principles for academic evaluations

**ARTICLE 8 –** (1) The basic principles to be followed in academic evaluations are as follows:

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1. At all stages of academic life, evaluations are based on scientific or artistic merit.
2. Academic progression and award juries must adhere to scientific / artistic merit criteria and cannot operate outside of them. Favoritism or discrimination, personal attacks, unfair advantages, and actions like forgery or plagiarism must not occur, and the boundaries of scientific or artistic criticism must not be exceeded.

# PART THREE

## Violations of Academic Research and Publication Ethics

Violations of academic research and publication ethics

**ARTICLE 9 –** (1) The following are acts that violate academic research and publication ethics:

Plagiarism: Presenting ideas, methods, data, practices, writings, designs, or works that belong to others as one's own, either in whole or in part, without properly citing the original creators according to scientific standards.

1. Counterfeiting: Fabricating data that is not based on actual research, altering or modifying submitted or published work using false data, and reporting or publishing such work to make it appear as though research has been conducted when it has not.
2. Distortion: Falsifying research records and data, misrepresenting methods, devices, or materials that were not used as if they were, manipulating data that does not align with the research hypothesis, altering data and/or results to fit a specific theory or assumption, and adjusting research outcomes to benefit individuals or organizations providing support.
3. Republishing: Presenting multiple works that contain the same research results as separate publications in academic promotions.
4. Partitioning: Dividing the results of a research study into parts and presenting them as separate publications in research assessments and academic promotions, without referencing each other, in a way that compromises the integrity of the research.
5. Unfair Authorship: Including individuals who did not actively participate in the study as authors, excluding those who contributed to the study, unjustifiably altering author rankings, removing authors from subsequent editions of the work, or adding authors who did not contribute, based on influence rather than active participation.
6. Other Types of Ethical Violations: Failing to explicitly acknowledge the individuals, institutions, or organizations and their contributions in publications of supported studies, disregarding ethical guidelines in research involving humans and animals, violating patient rights in publications of studies involving patients, failing to uphold confidentiality principles, and using research resources, facilities, tools, and equipment for purposes unrelated to the research.

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# PART FOUR

## Principles for Establishing the Academic Research and Publication Ethics Committee

Purpose of the ethics committee

**ARTICLE** **10 –** (1) The purpose of the Ethics Committee is to ensure adherence to ethical principles in academic research, projects, publications, educational activities, and social responsibility initiatives conducted or planned by Fenerbahçe University’s academic and administrative staff and students. The committee also addresses and resolves practices that violate ethical guidelines.

## Formation of the Ethics Board

**ARTICLE 11 –** (1) The "Academic Research and Publication Ethics Committee" has been established at Fenerbahçe University under the direct authority of the Rectorate.

1. The Board is composed of 9 permanent members and 3 alternate members.
2. The permanent and alternate members are appointed by the Rector for a term of two years, with consideration given to the representation of science and arts fields.
3. Appointed members must not have any final judicial or administrative decisions or rulings indicating a violation of ethical standards.
4. A member whose term has expired may be reappointed through the same procedure.
5. If a permanent membership is vacated for any reason, the Rector will designate one of the alternate members to complete the remaining term based on their order in the list.
6. If deemed necessary, the Rector may establish separate academic research and publication ethics committees for different scientific or artistic fields, under the Academic Research and Publication Ethics Committee of Fenerbahçe University, to enhance the efficiency of the studies. The formation and operation of each board are governed by the provisions of its respective directive, in accordance with the framework of this directive.

## Termination of membership

**ARTICLE 12 –** (1) Membership on the ethics committee automatically terminates in the following cases:

* 1. The member's resignation in writing,
  2. The expiration of the member's term of office,
  3. The discovery of a final judicial or administrative decision indicating that the member has violated ethical standards, with notification of this decision to the member by the rectorate,
  4. The member's failure to attend three consecutive meetings without permission or a justified reason.
  5. The member being on official leave from the university for more than six months for any reason.

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## Structure of the ethics committee, meeting procedures and principles

**ARTICLE 13 –** (1) The president and members of the Board are appointed by the Rector. At its first meeting, the Board elects a deputy president and a rapporteur from among its members for a term of two years.

1. The Board convenes with an absolute majority of its total members and makes decisions by a majority vote of those present at the meeting. In the event of a tie vote, the president's vote is considered the deciding vote. Abstentions are not permitted in voting.
2. The president prepares the board's agenda, sets the date and location of the meeting, and presides over it.
3. The agenda is shared with the members at least one week before the meeting, along with the necessary files.
4. In meetings where the president is unable to attend, the deputy president leads the board.
5. Board meetings are held in private. In accordance with the principle of confidentiality, Board members may not discuss the content of application files with individuals who are not members of the Board, except for assigned experts, nor may they disclose information about the files.
6. The final report is signed by all members present at the meeting. Members who oppose a decision include their dissenting comments with their justifications in the report.
7. Board members are not allowed to attend meetings involving themselves, their spouses, or relatives by blood or marriage up to the third degree, colleagues with whom they are involved in applications, research, publications, projects, or similar matters, as well as individuals with whom they have a dispute, whether judicial or otherwise. However, this does not count as "non-participation in the board meeting" for the board member.

## Subcommittees of the ethics committee

**ARTICLE 14** – (1) Subcommittees of the Ethics Committee specializing in health, social sciences, and clinical (interventional and/or non-interventional) fields may be established, subject to the approval of the Senate.

1. The duties, number of members, working procedures, principles, and term of office of the subcommittees are defined in their respective ethics committee guidelines.
2. Subcommittees are not authorized to make decisions on ethical violation issues. Decisions made by the subcommittee in this regard are advisory to the ethics committee. The final decision rests with the ethics committee.

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## Utilization of additional faculty members or external experts

**ARTICLE 15 –** (1) If the ethics committee deems it necessary, it may consult instructors with expertise in the subject, either from within or outside the university, or establish commissions consisting of them.

1. If there are no faculty members within the science/art department of the person under examination by the ethics committee, faculty members from the same science/art department at another university, or, if necessary, from the closest related department at the same or another university, may be appointed as experts.
2. If multiple experts or assessors are appointed, each prepares a separate report within the allotted time and submits it to the ethics committee. If the Board deems it necessary, it may invite these individuals to the meeting for their testimony. However, these individuals may not participate in the board meeting during the voting process.
3. If a commission is created, the commission prepares a joint report. However, commission members who oppose the report, in whole or in part, shall annotate their objections in the report.
4. Assessor / expert or commission reports may not be shared with anyone outside the ethics committee under any circumstances, nor may any information or data regarding their content or findings be disclosed.
5. The ethics committee makes the final decision regarding assessor / expert or commission reports.
6. The following individuals are ineligible to be appointed as assessors / experts in ethical investigations:
   1. Postgraduate thesis advisors of the individual in question, as well as faculty members who have participated in academic promotion, appointment juries, or associate professorship title juries for the individual,
   2. Faculty members who have collaborated with the individual in question on joint work, research, publications, projects, or similar activities,
   3. The spouse of the individual in question, as well as their blood or marital relatives up to the third degree,
   4. Persons involved in a civil lawsuit with the individual in question or with whom there is a known animosity.

## Secretariat of the ethics committee

**ARTICLE** **16 –** (1) The secretariat responsibilities of the ethics committee (document registration, distribution, internal correspondence for the university, preparation and announcement of meeting agendas, communication of meeting decisions to the relevant parties, archiving, and management of the related webpage etc.), as well as the correspondence with external institutions and organizations, is handled by the unit designated by the rectorate.

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(2) The secretariat (rapporteurship) duties for ethics committee meetings are performed by the rapporteur member of the ethics committee. If the rapporteur member does not attend the meeting, the secretariat duties are carried out by a member appointed by the president of the ethics committee.

## Duties of the committee

**ARTICLE 17 –** (1) The primary duties of the ethics committee are as follows:

1. To examine and make decisions on applications related to ethical violations.
2. To examine any unethical actions identified or raised in the articles published or submitted for publication, as well as allegations of unethical conduct brought forward through applications,
3. To seek assessor or expert opinions when necessary, correspond with relevant parties, request information, and provide recommendations.
4. Evaluate the reports on the files reviewed by assessors / experts.
5. To recommend educational activities to the rectorate to be organized in collaboration with relevant units, institutions, or organizations to address potential unethical practices in academic research and publication ethics.
6. To prepare annual activity reports and submitting them to the rectorate.
7. To carry out any other tasks related to the subject as assigned by the Rector.

# PART FIVE

## Application to the Ethics Committee and Decision Process

Application process

**ARTICLE 18 –** (1) Applications can be submitted regarding 'Ethical Violations' based on complaints from individuals, institutions, or evaluation requests.

1. Applications can be made in person to the unit that carries out the secretariat procedures of the ethics committee, as well as via mail, courier, or online.
2. In the application petitions, the name, surname, T.R. ID number, and wet signature or electronic signature of the applicant(s) must be included. Petitions lacking this information or found to have been submitted using false identity details are not processed, and legal action is initiated if the identities of the applicants are determined through such petitions.
3. In applications regarding ethics violations, the applicant's identity information is kept confidential and is not shared with anyone outside the board members.
4. Applications cannot be submitted regarding matters currently under judicial review or already decided by judicial bodies.

Applications cannot be submitted unless new evidence is provided for a case previously examined and resolved by the ethics committee.

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1. The application date is considered to be the date on which the application petition is recorded by the ethics committee secretariat, the date on which the mail or cargo is received, or the date the email is successfully sent.
2. The application regarding an alleged ethical violation is submitted to the rectorate.

## Processing and resolving applications

**ARTICLE** **19 –** (1) Envelopes or packages (including attached files in electronic media or folders) within the file, aside from the application petition, cannot be opened, read, reproduced, stored, transmitted, or delayed by the registrar during the registration of applications. The unit secretariat cannot share the information contained in the petition with anyone other than the president of the ethics committee, under any circumstances.

1. A separate file is created for each application.
2. Files delivered in full by the end of working hours, two weeks before the announced meeting day, are included in the agenda of the board's first meeting.
3. The following process is carried out upon acceptance of the applications:
   1. The application file is electronically reproduced or printed, with the ethics committee president's knowledge and approval, and distributed to members at least one week prior to the meeting date.
   2. Files determined to be outside the ethics committee's jurisdiction are returned to the applicant with a decision of "non-jurisdiction" from the committee.
   3. Regarding the files within the jurisdiction of the board, the president appoints a separate investigator for each file by consulting with the members to gather their opinions. The distribution of files to investigators is carried out based on the principles of fairness and expertise.
   4. The investigator reviews the application file within one month, prepares a report, and submits it to the president to be included in the board's agenda.
   5. The report is distributed to the members at least one week prior to the board meeting date.
   6. The report is discussed by the committee, and if necessary, additional information or documents may be requested from the applicant or the investigator. Written or verbal information may be obtained from relevant individuals.
   7. Questions posed to individuals invited to the board meetings, along with their responses, may be recorded for reference. These individuals may not participate in the board meeting during the voting process.
   8. The person who is the subject of the complaint, notification, or ethical approval application is given the opportunity to make a written statement when necessary. However, if a person does not submit a written statement within two weeks from the date they are informed of this right, they will be considered to have "waived" this right.

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* 1. The board completes its work and makes a decision within a maximum of 90 (ninety) days from the date the application is accepted. Each application is evaluated individually, followed by a vote and a decision.
  2. The decision regarding an ethical violation is made in the form of either "acceptance" or "rejection." The reason for the "rejection" decision is stated with specific references to expressions and articles.
  3. The decisions and reasons for the ethical violation are signed by the board members and submitted to the rectorate along with the relevant report.
  4. All decisions made by the board, along with their reasons, are recorded in the board's decision book and signed by the members.
  5. The rectorate notifies the individual subject to the complaint in writing about the ethical violation decision regarding the Fenerbahçe University staff or student and initiates the necessary legal process.
  6. The president, board members, and assessors / experts are prohibited from disclosing or sharing information and documents related to the examinations they conduct under any circumstances, without the written permission of the rectorate.

# PART SIX

## Miscellaneous Provisions

Other operational procedures and principles

**ARTICLE 20 –** (1) The ethics committee is independent in its work and evaluates and makes decisions on applications solely based on their compliance with academic ethical principles.

1. The ethics committee may conduct an ex officio examination of any ethical violation it becomes aware of, provided it falls within the scope of its duties.
2. The Rectorate and the university’s academic units may also refer cases to the Board on the grounds of “ethical violation” by passing decisions in their respective boards of directors.
3. In cases of plagiarism and unfair acts of authorship, the fact that the original authors forgive those responsible or choose not to file a complaint or report does not prevent the investigation of the ethical violation.
4. In cases of plagiarism and unfair acts of authorship, the fact that the original authors forgive those responsible or choose not to file complaints or reports does not prevent the investigation of the ethical violation. The legal and administrative responsibility for any changes made without the board's approval lies with the researchers.

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## Privacy and data protection:

**ARTICLE 21 –** (1) Confidentiality is crucial in ethical violation investigations conducted by the ethics committee. In ethical approval investigations, confidentiality rules are applied upon the applicant's request. The managers, staff, and board members of the unit where the application is submitted are responsible for ensuring the confidentiality and security of the documents in the files provided to the board.

1. Information regarding the determinations and decisions of the ethics committee can only be disclosed to the authorities and individuals specified in this directive.
2. Assessors and experts appointed by the board members sign the confidentiality agreement attached to this directive.
3. Individuals found to have committed ethical violations based on the files reviewed by the Fenerbahçe University Social and Human Research Ethics Committee and Non-Interventional Clinical Research Ethics Committees are referred to the Academic Research and Publication Ethics Committee by the relevant unit, along with all related documents and annexes. All processes related to the matter (such as the appeal process, court proceedings, etc.) are retained by the ethics committee until they are completed.

## Situations for which no applicable provision exists

**ARTICLE** **22 –** (1) In cases where no applicable provision is found in this directive, the provisions of the Council of Higher Education Scientific Research and Publication Ethics Directive and the relevant legislation are applied.

# PART SEVEN

## Final Provisions

Effective Date

**ARTICLE 23 –** (1) This directive takes effect upon its approval by the Senate.

## Implementation

**ARTİCLE 24 – (1)** Theprovisions of this directive are implemented by the rector.

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