

ISTANBUL GELISIM UNIVERSITY
ETHICS COMMITTEE DIRECTIVE

(Adoption: Senate Decision dated 24.06.2015 and numbered 7)

SECTION ONE

Purpose, Scope, Ground and Definitions

Purpose

Article 1- (1) The purpose of this instruction is to regulate the formation, duties and working principles of the Ethics Committee established within Istanbul Gelisim University.

Scope

Article 2-(1) This Directive covers all kinds of scientific research and activities carried out by the members of Istanbul Gelisim University, all studies prepared to be published with the university tag, educational, service and social responsibility activities, and the relations between the units themselves or with each other.

(2) Without prejudice to the special regulations in this regard, the provisions of this Directive shall also apply to clinical trials and studies on animal experiments carried out in the relevant units.

Basis

Article 3-(1) This Directive has been prepared on the basis of Article 14 of the Higher Education Law No. 2547, which regulates the decision-making duty of the senate on the principles of the University's educational, scientific research and publication activities.

Definitions

Article 4- (1) Among the terms included in this Instruction;

- a) University: Istanbul Gelisim University
- b) Rectorate: Istanbul Gelisim University Rectorate,
- c) Senate: Istanbul Gelisim University Senate,
- d) Unit: All academic and administrative units affiliated to Istanbul Gelisim University,
- e) Member: Istanbul Gelisim University academic and administrative staff and students,
- f) Ethics Committee: Istanbul Gelisim University Ethics Committee,
- g) Chairman: Istanbul Gelisim University Ethics Committee Chairman,
- h) Field of Science: Health, Science and Social Sciences,
- i) Secretariat: Refers to the Ethics Committee Secretariat of Istanbul Gelisim University.

SECTION TWO

Ethical Behavior Principles

Article 5- (1) The personnel of our university comply with the following ethical principles and rules in their duties and services, and in their relations between units and persons:

- a) In the performance of the services, the personnel of our university are based on continuous development, participation, transparency, impartiality, honesty, public interest, accountability, predictability, appropriateness in service and trust in declaration.
- b) In the fulfillment of services, the staff of our university aims to facilitate daily life, to meet the needs in the most effective, fast and efficient way, to increase the quality of service, to increase the satisfaction of those in need, to be focused on the needs of those who benefit from the service and the result of the services.
- c) The administrators and other personnel of our university carry out public services in accordance with the determined standards and processes, provide the necessary explanatory information about the work and transactions to the service beneficiaries and enlighten them throughout the service process.
- d) The personnel of our university act in accordance with the objectives and mission of our university. They act in line with the interests of our country, the welfare of the society and the service ideals of the institutions.
- e) The personnel of our university act in accordance with the principles of legality, justice, equality and honesty in all their actions and transactions, they cannot discriminate against language, religion, philosophical belief, political opinion, race, gender and similar reasons while fulfilling their duties and benefiting from services, they cannot act contrary to human rights and freedoms or restrictive treatment and behaviors and practices that prevent equality of opportunity.
- f) They exercise their discretionary powers in line with the public interest and service requirements, free from all kinds of arbitrariness, in accordance with the principles of impartiality and equality.
- g) They shall not treat and apply priority, privileged, biased and contrary to the principle of equality to real or legal persons, shall not engage in any behavior targeting the benefit or harm of any political party, person or group, and shall not prevent the policies, decisions and actions of public authorities in accordance with the legislation.
- h) The staff of our university behaves in a way that provides trust in the public administration and shows that they are worthy of the reputation and trust required by the task. He/she avoids engaging in behaviors that damage the public's sense of trust in public service, create suspicion, and harm the principle of justice.
- i) Acts in accordance with the requirements of the service with the awareness that the service is a duty above all kinds of personal or private interests, cannot treat the beneficiaries of the service badly, cannot neglect the work, cannot apply double standards and cannot take sides.

(2) Those in the position of manager or supervisor may not engage in arbitrary

behavior, pressure, insulting and threatening practices, may not issue a report that is not based on clear and conclusive evidence, may not request services, facilities or similar interests for themselves contrary to the legislation, and may not accept what is offered even if there is no request.

- a) They treat the staff of our university, their superiors, colleagues, subordinates, other personnel and those who benefit from the service with kindness and respect and show the necessary attention, and if they are out of their authority, they refer them to the relevant unit or authority.
- b) The personnel of our university shall report the situation to the competent authorities when they are aware of or see such an action or process when they are requested to engage in illegal works and actions that are incompatible with the principles of ethical behavior determined by this directive or while carrying out their services. The unit supervisors keep the identity of the public officials who make the report confidential and take the necessary measures to prevent any damage to them.

(3) Conflict of interest refers to any interest that affects or appears to affect the impartial, objective and healthy performance of the duties of public officials and is provided to themselves, their relatives, friends or persons or organizations with whom they are associated, and they have financial or other obligations related to them and similar personal interests.

- a) Our university staff has personal responsibility in the conflict of interest and since they are usually the ones who know personally the situation in which the conflict of interest may arise, they are careful about any potential or real conflict of interest, take the necessary steps to avoid the conflict, report the situation to their superiors as soon as they become aware of the conflict and keep themselves away from the interests that fall within the scope of the conflict of interest.
- b) Our university staff cannot benefit from or mediate in favor of themselves, their relatives or third parties by using their duties, titles and powers. Relatives, spouses, friends and fellow citizens may not discriminate or favoritism for nepotism, political nepotism or any other reason.
- c) Our university staff cannot use official or confidential information obtained during the performance of their duties or as a result of these duties to obtain an economic, political or social benefit directly or indirectly to themselves, their relatives or third parties, and cannot disclose it to any institution, organization or person other than the competent authorities while in office or after leaving office.
- d) The personnel of our university cannot directly or indirectly use the resources of the institution they work for in all kinds of election campaigns.
- e) All kinds of goods and benefits that affect or are likely to affect the impartiality, performance, decision or duty of law enforcement personnel, with or without economic value, accepted directly or indirectly are within the scope of gifts.

- f) It is a basic principle that the personnel of our university should not receive gifts, should not give gifts to public officials and should not benefit from their duties.
- g) The personnel of our university cannot receive any gifts or benefits directly or through intermediaries for themselves, their relatives or third parties or organizations from real or legal persons who have a business, service or interest relationship related to the task they carry out.

The following are excluded from the prohibition of receiving gifts:

- Donations to institutions and organizations and those received by being allocated to the public service, recorded in the inventory list of the institution and disclosed to the public (except for authority intermediary and other gifts received to be allocated to the service of a certain public official), which means contribution to the institution, which will not affect the lawful execution of the services of the institution,
- Books, magazines, articles, cassette calendars, CDs or similar ones,
- Prizes or gifts won in public competitions, campaigns or events,
- Commemorative gifts given at public conferences, symposiums, forums, panels, meals, receptions or similar events,
- Advertising and handicraft products that are distributed to everyone for promotional purposes and have symbolic value,
- Loans received from financial institutions according to market conditions.

The following are within the scope of the prohibition of receiving gifts:

- Transactions made at unreasonable prices according to the market price when purchasing, selling or renting movable or immovable goods or services,
 - All kinds of goods, clothing, jewelry or food gifts to be given by the beneficiaries of the service,
 - Debts and loans received from those who are in a business or service relationship with the institution they work for.
- h) Law enforcement personnel may not use and cause to be used public buildings and vehicles and other public goods and resources other than public purposes and service requirements; they protect them and take the necessary measures to keep them ready for service at any time.
 - i) Our university staff avoids waste and extravagance in the use of public buildings and vehicles and other public goods and resources; acts effectively, efficiently and frugally when using working time, public goods, resources, labor and opportunities.

- j) While fulfilling their duties, the personnel of our University cannot make explanations, commitments, promises or attempts that bind the unit they work in and our University, and cannot make deceptive and untrue statements.
- k) Our university staff help the public exercise their right to information. If requested by natural or legal persons, it duly provides the requested information or documents, except for the exceptions specified in the Right to Information Law No. 4982.
- l) Within the framework of the relevant laws, the senior managers of our university present the tender processes, activity and audit reports of their institutions to the public with appropriate tools.
- m) The staff of our university takes care to ensure that those who will be directly or indirectly affected by that decision contribute to one, some or all of the stages of preparation, maturation, taking and implementation of basic decisions related to public services, unless there is a legal provision to the contrary.
- n) Our university staff are accountable for their responsibilities and obligations during the performance of public services and are always open and ready for public assessment and supervision.
- o) The administrators of our university take the measures required by their duties and powers in a timely manner to prevent transactions or actions that are not in accordance with the objectives and policies of their units.
- p) The administrators of our university take the necessary measures to prevent corruption of the personnel within their authority. These measures include implementing legal and administrative regulations, conducting appropriate studies on training and information, being careful about the financial and other difficulties faced by its personnel, and setting an example for the personnel with their personal behaviors.
- q) The administrators of our university are obliged to provide appropriate training to their personnel on the principles of ethical behavior, to monitor whether these principles are complied with and to guide them on ethical behavior.

SECTION THREE

Ethics Committee, Duties and Authorities

Purpose of the Ethics Committee

Article 6 – (1) The purpose of the Ethics Committee is to ensure compliance with ethical principles and to evaluate contrary practices in research, publication, education, social responsibility and service activities carried out within Istanbul Gelisim University.

Organization of the Board

Article 7 – (1) The Ethics Committee consists of a total of nine faculty members elected by the Senate, equal in number from health sciences, science and social sciences.

(2) Three of the members of the Ethics Committee can be selected from among retired faculty members or faculty members working at another university, each from different disciplines.

(3) A total of three substitute members, each from a separate discipline, are also elected by the Senate.

Term of Office of Members

Article 8– (1) The term of office of the members of the Ethics Committee is three years.

(2) A member whose term of office has expired may be elected for two more terms. A substitute member selected in the same field of science assumes the vacant membership duty before the end of the term of office to complete the term of the person he/she replaces.

Cases Terminating Membership

Article 9 – (1) Members of the Ethics Committee cannot be dismissed for any reason before their term expires.

(2) Membership of the Ethics Committee shall terminate only:

- a) Completion of the term,
- b) Written statement of resignation,
- c) Understanding that he/she cannot attend the Ethics Committee meetings for a period of more than six months without interruption due to reasons such as working abroad or health problems,
Failure to attend three meetings without excuse within a calendar year,
- d) It is proven that the ethical rules are violated.

Structure of the Ethics Committee

Article 10 – (1) The Ethics Committee holds its first meeting under the chairmanship of the most senior faculty member and selects a chairman, a vice chairman and a clerk from among its members for a period of three years. The chairmanship of the Ethics Committee can only be carried out for one term.

(2) In the absence of the chairman, the vice-chairman shall chair the Ethics Committee. The office of the chairman who has lost his/her membership for any reason shall be carried out by the vice chairman until the first Board meeting where the new chairman will be elected. The president, who takes office in this way, completes the term of office of his predecessor.

Ethics Committee Secretariat

Article 11 – (1) The need for the necessary personnel, space, tools and equipment to

fulfill the secretariat services of the Ethics Committee shall be met by the Rectorate.

Sub Ethics Committees

Article 12 – (1) If deemed necessary, the Ethics Committee may decide to establish sub-ethics committees to operate on issues such as academic research and publication, education and training, social life and relations, discrimination and environment.

(2) Likewise, sub-ethics committees can be established to operate only in the fields of health sciences, science and social sciences or related units.

(3) The establishment, operation and practices of sub-ethics committees are carried out according to other guidelines to be prepared on the basis of this Directive.

Experts and Commissions

Article 13 – (1) If deemed necessary, the Ethics Committee may benefit from the opinions of independent experts or establish commissions consisting of experts. The experts consulted or the commission formed shall submit their report on the relevant file to the Ethics Committee within the stipulated period.

Duties and Powers of the Board

Article 14 – (1) The Ethics Committee is responsible for carrying out all kinds of studies to ensure the implementation of this Directive and has the right and authority to take all kinds of decisions for this purpose.

(2) In this context, the main duties and powers of the Ethics Committee are as follows:

- a) To inform the members of the University about ethical principles.
- b) To organize educational activities to bring ethical values to the forefront, to increase ethical awareness and to institutionalize ethical life culture, to encourage scientific research and publication on ethics.
- c) To carry out or have carried out studies for the definition and solution of all kinds of ethical problems within the scope of the directive, to make decisions, to express opinions.
- d) To examine concrete allegations of non-compliance with ethical rules and to draw a conclusion.
- e) To establish commissions for the examination of concrete events, to seek expert opinion.
- f) To decide on the establishment of sub-ethics committees within the university, to determine the working areas of the sub-ethics committees to be established, to provide the necessary training support for the people who will take part in these committees.
- g) To ensure coordination between sub-ethical committees, to referee when necessary.
- h) To carry out studies and make suggestions for the integration of the practices of the sub-ethical committees with the basic ethical principles adopted by the University.
- i) Preparing annual reports and presenting them to the Rectorate.

SECTION FOUR

Subject and Form of Application to

the Board and Examination

Article 15– (1) Within the scope of the Directive, applications to be made to the Ethics Committee through the Secretariat may be in writing or they may be made verbally or electronically signed by recording them in the minutes. The applicant's identity information is kept confidential except for the members of the Ethics Committee.

(2) A trial initiated or a disciplinary investigation conducted for a conduct that is alleged to be contrary to ethical principles does not remove the Ethics Committee's authority to review and decide. However, the Ethics Committee may postpone its review until the conclusion of the trial or investigation.

(3) Unless new evidence is shown on an application previously examined and decided by the Ethics Committee, no further application and examination can be made.

Application Procedure

Article 16 – (1) In the application petition, the name, surname, place of residence, business address, if any, other contact information and TR ID number and signature of the applicant are included. Applications made with false identity information that does not contain the aforementioned information are not examined.

(2) It is sufficient for the petition to be legible and understandable. The date on which the application is recorded in the Ethics Committee records is considered as the application date.

(3) In the petition, information about the allegation of unethical behavior is clearly and in detail; the allegation is concretized by specifying the person, time and place. All kinds of documents held are attached to the petition; witnesses and other evidence are pointed out.

Acceptance and Review of Applications

Article 17 – (1) The chairperson takes all applications to the agenda of the first meeting to be held by the Ethics Committee for evaluation. Units and the Rectorate can also send files to the Ethics Committee for the evaluation of some concrete events.

(2) The authority to accept and evaluate the applications in terms of procedure belongs exclusively to the Ethics Committee. Applications that are not examined because they are not in accordance with the procedure shall be notified to the applicant in writing if possible.

(3) The Ethics Committee completes its review within three months at the latest and prepares its final report. This period starts on the date the application is registered. If deemed necessary, the Ethics Committee may extend this period up to three months for once, or postpone the examination of some applications for three months.

Ex-officio Review

Article 18 – (1) The Ethics Committee may also initiate an ex officio investigation for an ethical violation within its field of duty that it is aware of in any way.

SECTION FIVE

Working Order of the Board

Deposited to the Rapporteur

Article 19 – (1) The Ethics Committee appoints a reporter from among the members for each file it decides to examine.

(2) The rapporteur, who has been assigned with the ethical examination of a particular file, may withdraw from this post by giving his reasons in writing.

(3) The Rapporteur may obtain direct written information about the file from the members of Istanbul Gelisim University through the Secretariat. These information and documents are kept in the Ethics Committee review file.

(4) The Rapporteur completes his/her review within one month and submits his/her written report, including his/her comments and suggestions, to the Ethics Committee.

Review on File

Article 20 – (1) In principle, the Board makes all its evaluations on the file. However, he/she can receive written or verbal information from the relevant persons when he/she needs it. Based on the justification of the violation of ethics, the person to whom the application is made is given the right to make a written statement on the subject. The person who does not respond without a valid excuse within two weeks from the date of notification of the right to disclosure shall be deemed to have waived the right to disclosure. In this case, the Ethics Committee makes an evaluation based on the available information and documents.

(2) The Ethics Committee may also invite the relevant persons to listen at the meeting when it deems necessary. If people accept this invitation, only questions for the invitees are asked in the session and the answers are recorded.

(3) The Ethics Committee is completely independent in its activities and examines and decides on the applications made only in terms of compliance with ethical principles.

Meeting and Decision Making Procedure

Article 21 – (1) The Ethics Committee meets at least once a month to discuss its ordinary agenda. When necessary, the Board may also convene extraordinarily upon the call of the chairman.

(2) Members cannot participate in the negotiations and do not vote on the agenda items to which they are somehow related.

(3) The meeting is held in a closed manner. Members cannot discuss the content of the files subject to review with others other than the Board meeting and cannot provide information about the content of the files.

(4) Decisions are taken by the vote of two-thirds of the total number of members in the same direction. No member may abstain from voting.

(5) The decision taken shall be written together with the reasons and signed by all members attending the meeting. Members who voted against may add written opposition reasons to the resolution.

Action to be Taken on Decisions

Article 22 – (1) The decisions of the Ethics Committee are determinative. All kinds of

explanations about the decisions are made by the Rectorate.

Confidentiality and Retention

Article 23 – (1) Confidentiality is essential in all examinations made in the Ethics Committee. The Secretariat is responsible for maintaining the confidentiality and security of the documents in the files submitted to the Board.

(2) The review file of the Ethics Committee is kept indefinitely together with all documents and correspondence samples in it.

Correspondences

Article 24 – (1) The Ethics Committee shall make all correspondence required to be made with other institutions and organizations during its examinations and evaluations directly through the Secretariat.

SECTION SIX Final Provisions

Cases without Provisions

ARTICLE 21 – (1) In cases where there is no provision in this Directive, the provisions of the relevant legislation shall apply.

Compliance with Ethical Conduct Principles

Article 26- (1) The personnel of our university are obliged to comply with the principles of ethical behavior specified in this directive while carrying out their duties and services. These principles form part of the legislative provisions governing the employment of staff.

(2) Action shall be taken against those who act contrary to these principles in accordance with the provisions of the legislation.

(3) Each personnel assigned to academic and administrative duties at the university is obliged to sign the Ethics Convention attached to this directive when starting to work. This document is placed in the personnel file of the personnel.

Personnel Information

Article 27- (1) Personnel at all levels employed at the university are informed by the managers of the units they work in about the principles of ethical behavior and their responsibilities regarding these principles as part of the conditions related to employment.

Provisional Article 1- (1) The Ethics Contract attached to this directive is signed by the existing University staff within one (1) month from the date of entry into force of the Directive and this document is placed in the personnel file of the staff.

Provisional Article 2-(1) Behaviors contrary to ethical principles that took place before the date of entry into force of this directive cannot be the subject of complaints and notifications within the framework of the provisions of this directive.

Enforcement

Article 28- (1) This instruction enters into force on the date it is accepted by the Senate of Istanbul Gelisim University.

Execution

Article 29 (1) - The provisions of this directive are executed by the Rector of Istanbul Gelisim University.

Public Officials Ethics Convention

With the awareness and understanding that the public service is over all kinds of private interests and that the public official is in the service of the public;

- To work to facilitate the daily life of the people, to meet their needs in the most effective, fast and efficient way, to improve the quality of service and to improve the quality of society.
- To fulfill my duty in line with the principles of respect for human rights, transparency, participation, honesty, accountability, public interest and the rule of law,
- To act in accordance with the service requirements in impartiality without discriminating between language, religion, philosophical belief, political thought, race, age, physical disability and gender, and without giving opportunity to behaviors and practices that prevent equality of opportunity,
- To fulfill my duty without receiving gifts from any natural or legal person related to the duty, without providing any material and moral benefit or any special interest in this nature, without any expectation of special interest,
- To use the university resources only for public purposes and requirements, to avoid wasting these goods and resources,
- To respect the rights of persons to petition, obtain information, complain and file a lawsuit, to act with care, kindness, restraint and respect towards those who benefit from the service, my colleagues and other interlocutors,

I undertake to serve and provide services in accordance with the ethical behavior principles and values determined by the regulations prepared by the Ethics Committee of Public Officials.

Name and Surname:

Registration Number:

T.R. ID No:

Place of Work

(Faculty/Department): Date:

Signature: