

ISTANBUL BEYKENT UNIVERSITY
SCIENTIFIC RESEARCH AND PUBLICATION ETHICS DIRECTIVE
(Senate Decision no. 2017/07 of 19/04/2017)

CHAPTER ONE
Purpose, Scope, Basis

Objective

Article 1 - (1) This Directive has been prepared in order to determine the ethical rules to be followed in scientific research, studies, publications and activities and the duties, powers and responsibilities of the scientific research and publication ethics committees to be established within Istanbul Beykent University and the working procedures and principles.

Scope

Article 2 - (1) This Directive covers the following:

- a) Research ethics issues related to all kinds of scientific research and studies carried out by members of Istanbul Beykent University during and after the acquisition of academic titles in accordance with the provisions of the legislation in force, scientific activities carried out, scientific research and development projects supported and/or carried out,
- b) Research ethics issues related to thesis and scientific publications and scientific research and development projects carried out during postgraduate education,
- c) The problems of publication ethics related to all kinds of publications published or sent for publication in all kinds of print, broadcast and audio-visual media organs in Türkiye and abroad by members of Istanbul Beykent University,
- d) Ethical violations committed by members of Istanbul Beykent University in subjects to be used in biomedical research and in studies related to ecology.

Basis

Article 3 – (1) This directive has been prepared in accordance with the Council of Higher Education Scientific Research and Publication Ethics Directive.

Definitions

Article 4 – (1) Definitions of some of the terms used in this Regulation:

- a) Rector: Rector of Istanbul Beykent University
- b) University: Istanbul Beykent University
- c) Senate: The Senate of Istanbul Beykent University
- d) Chairperson: Chairperson of Istanbul Beykent University Ethics Committee
- e) Vice-Chairperson: A member of the board appointed by the Chairperson to assist them
- f) Boards: Boards established in the fields of social sciences and humanities, health sciences, natural sciences, and engineering.

CHAPTER TWO
Actions Violating the Ethics of Scientific Research and Publication

Article 5 - (1) Actions violating the ethics of scientific research and publication are as follows:

- a) Plagiarism: Presenting the original ideas, methods, data, or works of others as one's own, in whole or in part, without proper citation in accordance with scientific standards.

- b) Data Fabrication: Using non-existent or falsified data in scientific research.
- c) Distortion: Falsifying research records or data obtained; presenting devices or materials not used in the research as if they were used; or altering or shaping research results to align with the interests of individuals or organisations providing support.
- d) Duplicate Publication: Presenting more than one work containing the same results of a research as separate publications in academic appointments and promotions.
- e) Salami Publication (Least Publishable Unit): Segmenting research results in a manner that compromises the integrity of the study, publishing them across multiple issues inappropriately, and presenting these as separate publications for academic appointments and promotions.
- f) Authorship Manipulation: Including individuals who have not made substantial contributions as authors while excluding those who have actively contributed; unjustly altering the order of authorship; removing the names of contributors in subsequent editions; and using undue influence to be listed as an author despite not contributing.

(2) Other types of ethical violations include:

- a) Failing to acknowledge the individuals, institutions, or organisations that provided support and their contributions in publications resulting from research conducted with their assistance
- b) Using theses or studies that have not yet been submitted, defended, or accepted as a source without the owner's permission
- c) Failure to adhere to ethical guidelines in research involving humans and animals, as well as a lack of respect for patient rights in publications
- d) To act contrary to the provisions of the relevant legislation in human biomedical research and other clinical trials
- e) To share the information contained in a work that they have been assigned to review as a reviewer with others before publication without the express permission of the author of the work
- f) Misuse of resources, spaces, facilities, and equipment allocated or provided for scientific research
- g) Making unfounded, unjustified, and intentional allegations of ethical violations
- h) Publishing data obtained from surveys and attitude assessments conducted as part of a scientific study without securing explicit consent from participants or, when applicable, obtaining permission from the relevant institution
- i) Damage to animal health and ecological balance in research and experiments
- j) Failing to obtain the necessary written permissions from the authorised units before commencing research and experiments
- k) To carry out research and experiments contrary to the provisions of the legislation or international conventions to which Türkiye is a party, regarding the relevant research and experiments
- l) Failure to inform and warn relevant parties about potential harmful practices related to scientific research conducted by researchers and authorities
- m) Not using the data and information obtained from other persons and institutions in scientific studies to the extent and in the manner permitted, not respecting the confidentiality of this information and not ensuring its protection
- n) Making false or misleading statements regarding scientific research and publications in academic appointments and promotions
- o) Other types of ethical violations not mentioned above.

Circumstances not violating the Ethics of Scientific Research and Publication

Article 6 - (1) The use of anonymous information, foundational knowledge within scientific fields, or propositions such as mathematical theorems and proofs in studies without citation is not considered an ethical violation, provided that the original style and expression of another person are not used verbatim.

CHAPTER THREE

Formation, Duties, Working Procedures and Principles of Scientific Research and Publication Ethics Committees within Istanbul Beykent University

Composition of the Committees

Article 7 - (1) The University's scientific research and publication ethics committees are established across the fields of social sciences and humanities, health sciences, and science and engineering. These committees consist of a total of 9 (nine) members elected by the Senate for a period of two years from among the faculty members with the title of Professor working in the relevant scientific fields of the University.

- (2) If deemed necessary, sub-committees may be formed depending on the above-mentioned scientific fields in order to ensure the efficiency of the studies.
- (3) There should not be any finalised judicial or administrative decision on ethical violations against the members of the designated board.
- (4) The duty of an ethics committee member found to have violated ethical rules is terminated by the Rector.
- (5) A member whose term of office expires may be re-elected by the same procedure. A member who fails to attend three consecutive meetings without permission or excuse or who is on leave for at least six months shall automatically cease to be a member. In the event of a vacancy for any reason, a new member shall be elected by the same procedure.
- (6) The chairs of scientific research and publication ethics committees are elected by the Senate. The chairpersons of scientific research and publication ethics committees elect one person from among the members of the committee as vice-chairperson. When the Chairperson's term of office ends, the Vice-Chairperson's office also ceases.

Duties of the Committee

Article 8 - (1) The duties of scientific research and publication ethics committees are as follows:

- a) To review the allegations of ethical violations, to obtain expert and specialist opinion when necessary through the Rector's Office, to make correspondence with the relevant persons and institutions, to request information and to take other necessary actions within the scope of the review,
- b) To submit the decisions taken as a result of the review to the Rector's Office,
- c) To make proposals to the Rector's Office to ensure that educational activities are organised in cooperation with the relevant units or institutions and organisations in order to eliminate possible unethical actions in academic, research and publication ethics.

Meeting Procedures and Principles of Ethics Committees

Article 9 - (1) Scientific research and publication ethics committees convene and take decisions with the absolute majority of the total number of members. In the absence of the Chairperson, the Vice-Chairperson chairs the meetings of the Scientific Research and Publication Ethics Committees.

- (2) Scientific research and publication ethics committees carry out their work personally. However, when necessary, it may also submit to the Rector's Office to obtain the opinion of experts in the field.
- (3) The following persons may not be appointed as experts and specialists in the examinations conducted within the scope of this regulation:
 - a) Graduate thesis advisors and faculty members who served on associate professorship juries of the relevant person
 - b) Faculty members working at the at the same university with the relevant person

- c) Spouse and relatives by blood or marriage up to and including the third degree
 - d) Persons who have enmity with the relevant person.
- (4) In the event that there is no faculty member in the field of science in which the relevant person works, an expert may be appointed from among the faculty members working in the nearest field of science. If more than one expert is appointed, each expert shall prepare a separate report.
 - (5) The experts shall prepare and send their report on the subject matter within one month at the latest from the moment the file is received by them.
 - (6) Members of scientific research and publication ethics committees may not participate in meetings addressing ethical violation allegations involving themselves, individuals with whom they have previously collaborated, or individuals they have accused of ethical violations.

Application to ethics committees and their working principles

- Article 10** - (1) Allegations of ethical violations received by Istanbul Beykent University are examined by the scientific research and publication ethics committees of Istanbul Beykent University.
- (2) All information and documents related to the allegations in question are communicated to the relevant scientific research and publication ethics committee.
 - (3) The University's relevant Research and Ethics Committee creates a separate file for each application it receives.
 - (4) In complaint and denunciation petitions sent to the committees containing allegations of ethical violations, if it is stated that an application for associate professorship is ongoing, the University shall immediately inquire with the Presidency of the Interuniversity Board to confirm whether the individual accused of an ethical violation has a pending application for associate professorship. If the Interuniversity Board Presidency notifies that there is an ongoing associate professorship application, all information and documents related to the allegations are sent to the Interuniversity Board Presidency.
 - (5) Persons against whom an examination is initiated due to alleged ethical violations are requested to submit a written defence with the necessary information and documents regarding the allegations. If the relevant persons do not submit their defence within fifteen days from the date of receipt of the defence request letter, the board may render a decision based on other information and evidence, provided that this condition is stated in the defence request letter. If individuals under examination request copies of documents containing allegations for the purpose of submitting a written defence, they may provide their written defence directly, without a formal decision from the examining board to request such a defence. However, in this case, in order to continue the examination without requesting a new written defence from these persons, it must be clearly stated in the minutes regarding the delivery of the documents containing the allegations that if they do not submit their defence within fifteen days from the date of receipt, a decision shall be made based on other information and evidence. If deemed necessary, the defence may also be submitted verbally.
 - (6) The decisions to be taken are voted after being discussed in the relevant scientific research and publication ethics committee and signed by the members of the committee. The member who disagrees with the decision must provide a written justification for their dissenting vote.
 - (7) The final decisions made by the scientific research and publication ethics committees are documented in a review report and submitted to the Rector's Office for approval or further action.
 - (8) Committee members, experts, and specialists are prohibited from disclosing any information and documents obtained during their examinations.
 - (9) All correspondence with other institutions and organisations during the examination process of the scientific research and publication ethics committees shall be conducted through the Rector's Office.

- (10) Matters not covered in this Directive are also regulated as working principles and a decision is taken by the Senate.

CHAPTER FOUR

Miscellaneous Provisions

Actions to be taken as a result of the examination

- Article 11** - (1) The necessary disciplinary proceedings, along with other administrative, legal, and criminal actions, are conducted by the University in accordance with the relevant legislation against individuals found to have violated the ethics of scientific research and publication.
- (2) If the academic title was previously obtained through work that is subject to an unethical act, the relevant University will evaluate whether this title will be revoked based on the decision regarding the ethical violation resulting from the proceedings against the individual.
- (3) In cases of unethical actions, the absence of complaints from the original authors or from individuals and organisations whose rights have been violated does not absolve the responsible parties of their accountability.
- (4) If any action violating the ethics of scientific research and publication is detected, the co-authors of the relevant publication are informed by the University.
- (5) Ethical violation decisions are notified to the Presidency of the Council of Higher Education within one month at the latest.

Confidentiality

Article 12 - (1) The decisions of the scientific research and publication ethics committees are confidential, except for general regulations, and no one other than the individuals and organisations specified in this Directive, as well as the applicant, shall be informed of the committee's determinations.

Re-examination

Article 13 – (1) No re-examination shall be conducted for applications submitted with the same allegations concerning works that have previously been reviewed by the scientific research and publication ethics committees, where a decision on the merits has already been rendered. In this case, it must be determined by the relevant scientific research and publication ethics committees that the works and the associated claims are identical.

Records of ethical violations

Article 14 - (1) The decisions resulting from the examinations conducted under this regulation shall be filed and stored by the University in an appropriate manner, ensuring adherence to the principle of confidentiality.

Effective Date

Article 15 - (1) This Directive shall come into force on the date of its adoption by the Senate.

Implementation

Article 16 - (1) The provisions of this Directive shall be implemented by the Rector of Istanbul Beykent University.