

# UNIVERSITY OF KYRENIA

## SCIENCE, SOCIAL SCIENCES AND HUMANITIES ETHICS

### COMMITTEE DIRECTIVE PART ONE

Purpose, Scope, Legal Basis, Definitions, Structure of the Ethics Committee, Qualifications,  
Duties and Authorities of the Members

#### **Objective**

**Article 1-** The purpose of this Directive is to regulate the structure, duties, powers and working procedures of the Ethics Committee to be established in order to formulate rules within the framework of the existing principles and rules and to work in line with these objectives in order to formulate rules within the framework of the existing principles and rules in order to provide opinions regarding ethical evaluations in all scientific research, publication, testing, application, education-training, service and art activities carried out in the units affiliated to the University of Kyrenia or requiring data from human participants of the members and students of the university, to examine research proposals and applications and to cancel ethical permission when necessary.

#### **Scope**

**Article 2-** This Directive;

1. Research ethics issues related to scientific research and studies that require obtaining data from human participants and scientific activities, projects, supported and / or carried out scientific research and development projects carried out by members and students of the University of Kyrenia,
2. Research ethics issues related to thesis and scientific publications and scientific research and development projects carried out during master's and doctoral studies,
3. Information on the structure, duties and working style of the Ethics Committee, the objectives and functioning of the Committee, the application to the Committee and the evaluation processes of the Committee,
4. Issues related to the application to the Ethics Committee and related evaluation processes,

## **Legal Basis**

**Article 3-** This Directive has been prepared in accordance with Article 44 of the Regulation of YÖDAK Ethics Coordination Board and Article 14 of the Higher Education Law No. 2547 of the Republic of Turkey regulating the duties of the senate and Article 42 regulating scientific supervision in universities, based on the provisions of national and international legislation on scientific ethics.

## **Definitions**

**Article 4- The** definitions of some of the terms used by the Board in its activities are as follows.

a) **University** University of Kyrenia,

b) **Rector:** Rector of the University of Kyrenia,

c) **Ethics Committee:** University of Kyrenia Science, Social and Humanities Ethics Committee,

ç) **Senate:** University of Kyrenia Senate,

d) **University Members:** Academic and administrative staff working under the University and students limited to the subjects of this Directive,

e) **University Units:** The relevant units defined in the Higher Education Law of the Turkish Republic of Northern Cyprus,

g) **YÖDAK** The Higher Education Planning, Supervision, Accreditation and Coordination Board established in accordance with Article 7 of the Higher Education Law of the Turkish Republic of Northern Cyprus,

h) **Ethical principles and rules:** Ethical principles and rules within the framework of national and international understandings and declarations,

- i) Plagiarism:** Presenting the ideas, methods, data, applications, writings, forms or works of others as one's own work, in whole or in part, without citing their owners in accordance with scientific rules or without written permission,
- i) Fabrication:** Producing data that are not based on research, editing or changing the work presented or published on the basis of untrue data, reporting or publishing them, showing a research that has not been done as if it has been done,
- j) Distortion:** Falsifying research records and data obtained, showing methods, devices and materials that were not used in the research as if they were used, excluding data that do not comply with the research hypothesis, manipulating data and/or results to fit the relevant theories or assumptions, falsifying or shaping research results in line with the interests of the persons and organisations receiving support,
- k) Republishing:** To submit more than one work containing the same results of a research to be evaluated as separate works in all applications,
- l) Slicing:** Presenting the results of a research as separate works by dividing them into parts contrary to the purpose of the research and publishing many publications without citing each other,
- m) Unfair Authorship:** Including or having people who have not made active contributions among the authors without consultation, removing or having people who have made active contributions removed from among the authors during publication or in subsequent editions, changing the order of authors in an unjustified and inappropriate manner,
- n) Other Ethical Violations:** All ethical violations other than the ethical violations mentioned above,
- o) Ethical Violation:** Intentional actions of an academic and scientific institution that do not comply with ethical principles and rules in scientific research and publication, education-training and service activities within the framework of its duties, powers and responsibilities,
- ö) Ethical Sloppiness:** It refers to non-intentional actions based on carelessness, carelessness, ignorance and inexperience in complying with ethical principles and rules in scientific research, publication, education-training and service activities within the framework of the duties, powers and responsibilities of an academic and scientific institution.

### **Structure of the Ethics Committee, Qualifications and Term of Office of the Members**

**Article 5** -1) The Ethics Committee consists of 6 members appointed by the Rector. Faculty members who have received disciplinary penalties or who have been found guilty of ethical violations or ethical negligence cannot be a member of the Ethics Committee. The members appointed to the Ethics Committee elect a chairman and a vice-chairman from among themselves at the first meeting of the Ethics Committee.

2) The term of office of the members of the Ethics Committee is two years. A member whose term of office expires may be reappointed.

3) Member of the Ethics Committee;

a) Failure to attend three consecutive meetings within a calendar year without permission or excuse, or failure to attend the meetings of the Ethics Committee for more than three months even if there is a legal reason, or being deemed to be on long-term leave abroad, or receiving a medical report for more than three months,

b) Receiving a disciplinary penalty or being found guilty of ethical violation or ethical negligence during his/her membership to the Ethics Committee,

c) Don't leave the university,

ç) In case of withdrawal from the membership of the Ethics Committee.

## **Duties and Authorities of the Ethics**

**Committee Article 6-** 1) Ethics

Committee;

a) To make evaluations and express opinions based on sufficient and convincing evidence in line with the principles and rules of ethical behaviour in ethical problems arising in science, publication, education-training and service activities in the academic and administrative units of the university,

b) To establish new principles and rules in the field of research and publication ethics when necessary,

c) To determine the methods of application of ethical principles and rules,

ç) Developing ethical principles and policies to be taken as basis at the University,

d) It has the duty and authority to work in complete confidentiality on ethical issues and problems about which it evaluates, makes decisions and forms opinions.

## **Meeting of the Ethics Committee**

**Article 7** -1) The Ethics Committee convenes at least once a month upon the call of the chairman, with the absolute majority of the total number of members. The date, time and agenda of the meeting shall be notified to the members in writing before the meeting. If deemed necessary, additional agenda is given to the members during the meeting.

- 2) The Ethics Committee may also convene extraordinarily upon the call of its chairman when necessary.
- 3) The Ethics Committee may convene online when necessary.
- 4) The meetings of the Ethics Committee shall be conducted by the Vice Chairman in the absence of the Chairman.

## **Working Method of the Ethics**

### **Committee Application**

#### **Principles**

**Article 8-1)** The Board shall prepare a directive determining its own procedures and principles.

- 2) The Board prepares a form to evaluate the applications.
- 3) The form includes the content of the research, the procedures to be carried out, the nature and extent of the discomfort to be caused to the participants, if any, and the personnel who will participate in the experiments in detail. All applications and decisions taken are recorded by giving date and number numbers. Records are kept for at least five years. This form, which is available on the University of Kyrenia Science, Social and Humanities Ethics Committee website, must contain the following information:
  - a) Title of the study.
  - b) Name, title, place of work, contact information of the researcher and other researchers.
  - c) Training certificates of those who will carry out the procedure on the participants if necessary.
  - d) The centre(s) where the research will be conducted.
  - e) Type, content, rationale/purpose, application date, time and duration of the research.
  - f) Duration and conditions of storage of unprocessed and processed data obtained in the research.
  - g) As a result of its evaluation, the Board decides as "appropriate", "needs to be corrected", or "not appropriate". Decisions shall be communicated to the applicant as of the date of application

shall be notified in writing within forty working days at the latest. This period also covers the project evaluation. In cases where the project is complex or involves more than one scientific discipline, the Ethics Committee may extend this period for one time only, for a period not exceeding fifteen working days.

h) Applications that are deemed to be "in need of correction" are re-evaluated by the Board after they are corrected by the applicant.

i) After the approval of the Ethics Committee, changes in the project and the people who will participate in the study are notified to the Ethics Committee in writing by the project coordinator and the approval of the committee is obtained.

i) While the applications of the Board members are being discussed, the relevant Board member cannot participate in the discussions and cannot vote.

j) The authority to accept and evaluate the applications belongs to the Ethics Committee, documents that do not comply with the application conditions will not be evaluated.

k) If an application that has been previously reviewed and decided by the Ethics Committee is repeated without presenting new evidence, the application will not be evaluated.

### **Evaluation of Applications**

The Ethics Committee evaluates the application files in the light of the following principles in applications for ethical approval:

1. Applications are evaluated by the Board only in terms of ethics.
2. The Ethics Committee carries out its evaluations on the basis of the file and may receive written or verbal information from the relevant persons when necessary.
3. Each file received by the secretariat of the Ethics Committee is included in the agenda of the meeting to be held on the nearest date by the Chairman of the Ethics Committee.
4. When deemed necessary, the Ethics Committee may seek the opinions of experts from within or outside the University.
5. The members of the Ethics Committee shall complete their examination within maximum forty days. At the meeting, the situation examined is evaluated with the relevant information, documents and evidence, an opinion is expressed and the

application is finalised.

6. The Ethics Committee makes its evaluations within the framework of legal and ethical principles. The Ethics Committee makes its decision with the absolute majority of the participants of the meeting. In case of equality of votes, the decision is made in favour of the Chairman's vote. The decision taken, together with the justifications of ethical judgements, is prepared as a final report and signed by all members attending the meeting. Members who vote against the decision shall attach their reasoned decisions to the final report. Members cannot abstain from voting.
7. The person against whom a decision of ethical violation/ethical negligence has been made may request the Ethics Committee to re-evaluate the decision within one week as of the notification of the relevant decision.
8. Decisions of the Ethics Committee cannot be shared with third parties other than those concerned through communication tools.

## **PART TWO**

### Basic Principles and Rules on Scientific Research Ethics and Publication Ethics

#### **Basic Principles of Scientific Research Ethics**

**Article 9 - The basic principles and rules to be followed in all kinds of scientific research are as follows:**

1. It is essential that data are obtained by scientific methods. In their evaluation, interpretation and theoretical conclusions, scientific methods cannot be deviated from, results cannot be distorted, results that have not been obtained cannot be presented as research results.
2. In field research to be conducted within the scope of researches that obtain data from human participants conducted in science, social sciences and humanities, the informed consent of the participants is obtained in writing. If the research is to be conducted in an institution, the permission of the institution to which they are affiliated is obtained after the consent of the participants.
3. In scientific research, the principle of "No Harm to Subjects" and "Respect for Life" is observed. It is essential not to harm the subjects in research. It is essential that the

experiment does not harm the subjects, the experimenters, the environment, animal and human health, and cultural assets.

4. The necessary permissions are obtained in writing from the authorised units before the works are started. In this framework, the provisions of the international declaration and international conventions to which the TRNC is a party, the provisions of national legislation and the declaration of understanding are taken into consideration.
5. Researchers and authorities are obliged to inform and warn those concerned about possible harmful practices in relation to scientific research. Subjects must be clearly informed about possible risks and care must be taken to comply with the principle that the decision to participate in the experiment must be taken freely, without influence or pressure.
6. Researchers have the right not to participate in research that, in their conscientious judgement, may lead to harmful consequences and/or practices they do not approve of.
7. Participants are not obliged to finish the research they have started. They have the right to withdraw from the research at any time.
8. In the studies to be carried out, it is ensured that the data and information obtained from other persons and institutions are used to the extent and in the manner permitted, and their confidentiality is respected and protected.
9. Facilities and resources allocated for scientific research cannot be used for purposes other than their intended purpose.
10. The researcher is responsible for keeping the personal information of the participants in the research in accordance with the national and international legislation on the protection and storage of personal data and using it in the research.

### **Basic Principles and Rules Regarding Publication Ethics**

**Article 10-** The basic principles to be followed in all kinds of scientific publications are as follows:

1. Persons who have not contributed to the design, planning, execution and preparation for publication of the scientific research cannot be listed among the author names.
2. When utilising a work in scientific publications, the source is cited in accordance with scientific citation rules.
3. Theses or studies that have not yet been submitted or defended and accepted may not be used as a source without the permission of the owner.
4. The accuracy of scientific research should not be questioned and forms of scientific misrepresentation (such as sloppy research and scientific dishonesty) should be avoided.



5. Except for universally recognised scientific theories, basic knowledge of scientific fields, propositions such as mathematical theorems and proofs, and national and international legislation, no work, in whole or in part, may be published in translation or in its original form without permission and without showing the original source.

### **PART THREE**

#### Enforcement and Execution

#### **Enforcement**

**Article 11-** The provisions of this directive enter into force after 2 January 2021 when it is adopted by the University of Kyrenia Senate.

#### **Execution**

**Article 12-** The provisions of this directive shall be executed by the Rectorate of University of Kyrenia.

#### Science, Social Sciences and Humanities Ethics Committee Permission Application Form

<b>1. Name of the study:</b>	
<b>Date of Application to the Ethics Committee:</b>	
<b>Start and end dates of the research:</b>	
<b>Institutions/Organisations to Obtain Permission:</b>	

<b>2. Applicant</b> <i>Notes If you write your full name below, you are deemed to have signed this form.</i>	
<b>Full Name and Signature</b>	Click here.
<b>Unit (Faculty, School, Vocational School, Institute, Research Centres, Administrative Unit, Coordinatorship, Preparatory School)</b>	Click here.
<b>Section</b>	Click here.
<b>E-mail address and telephone number</b>	Click here.

**3. Research Team**

*Notes: If there are other researchers involved in the study (including thesis supervisors), their names, titles, institutional affiliation, e-mail addresses and roles in the study should be indicated. Below are their full names. The listed researchers are considered to have signed the form. Please provide the details of all relevant investigators in the order listed below.*

<b>Full Name, Organisation and Signature:</b>	Click here.
<b>Role in Research:</b>	Click here.
<b>Email:</b>	Click here.

**4. Nature of the Research**

A.4.1. Research project

A.4.2. Master Thesis

A.4.4. Doctoral Thesis

A.4.5. Other (specify)

**5. Research;**

A.5.1. Research Supported

A.5.2. Research Not Supported

**6. Information on the Institution Providing Financial Incentives**

*Notes: If your research has received funding, please write the details of the funding institution.*

<b>Name of the organisation granting the incentive</b>	Click here.
<b>Contact person</b>	Click here.
<b>E-mail address and telephone number</b>	Click here.

**7. Briefly describe the purpose of your research.**

Click here.

**8. Briefly describe the methods and procedures to be followed during the data collection process. Please click here**

**Attach the necessary materials/documents related to the methods you have detailed to your application (e.g. interview questions, informed consent and information forms).**

*Notes Please make sure that you answer all of the following questions.*

*What kind of data will be collected from participants (e.g. quantitative data on drug use, voting qualitative data on behaviour etc.). What kind of data collection methods will be used (e.g. semi-structured interviews, structured interviews, questionnaires, scales, etc.). When and where will the data be collected?  
Data*

*How long will it take to collect the data? Who is the target group for data collection and how are they planned to be selected and included in the study (e.g. age, gender, representative sampling, convenience sampling, etc.)?*

*that they are the same as the participants in the study? What will be done to ensure that participants who withdraw from the study are not harmed in any way? If so, what kind of incentive is envisaged and how much will it be?*

*How do you plan to provide the participant information sheets to the participants? Where and when exactly do you plan to obtain the participants' consent? Please indicate if there are references regarding the methodology?*

Click here.

**9. Do you plan to collect data from vulnerable groups (e.g. prisoners, minors, socio-economically disadvantaged people, etc.)? If so, describe how you will reach these groups and how you will protect their rights during the research.**

Click here.

**10. Do you foresee any psychological or physical harm to participants? If so, how do you plan to minimise or eliminate this harm?**

Click here.

**11. Where and for how long do you plan to store the data? Describe what measures you will take to ensure that personal information is not intercepted by others.**

*Notes Please describe how you will keep participants' information secure and anonymised during and after the research process.*

Click here.

I hereby submit this application form on behalf of myself / the applicant (please initial each page):

- I confirm that the information provided in the application is correct.

**Applicant Applying to the Ethics Committee**

Name, surname:

History:

Signature:

**Approval of the Consultant, if any**

Name Surname

History:
Signature:

<ul style="list-style-type: none"> <li><b>THIS SECTION WILL BE FILLED IN BY THE ETHICS COMMITTEE</b></li> </ul>	
<b>I.1 Expert Opinion/Expert Approval</b>	
I.1.1. No Need for Expert Opinion	
I.1.2. To be requested	
I.1.3. Processed	
I.1.4. Issued	

<b>I.2 Decision</b>	
I.2.1. Suitable	
I.2.2. Requires Correction	
I.2.3. Not Suitable	
I.2.3. Causes:	
I.2.4. Specify the envisaged date for the submission of the re-application.	

### **ETHICS COMMITTEE CHECKLIST**

**Is the information that you have obtained/will obtain the necessary permissions for the research included in the "Method" section (Article 8)?**

Yes       No.

**Are the data collection tools to be used in the research attached (Item 8)?**

Yes       No.

**Are the participants given sufficiently clear and understandable information about the purpose and content of the research in your data collection tool? (Item 8)**

Yes       No.

**Are the conditions for participation in or exclusion from the research clearly and explicitly stated?**

Yes       No.

**Are the "personal rights" and private information of the research participants protected?**

Yes       No.

**Is there an explanation about this in the informed consent form or data collection tool?**

Yes       No.