

EUROPEAN UNIVERSITY OF LEFKE Ethics Committee Directive

C.S.F. Board of Trustees, makes the following directive in accordance with the article 9(2) based on the European University of Lefke Establishment Regulation.

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PART I: GENERAL PROVISIONS

Item 1 Aim

The purpose of this Directive is to determine the ethical principles to be followed in scientific research, publication, research-based education, artistic activities and similar academic activities carried out at the European University of Lefke; and also to determine the formation, duties, powers and responsibilities of the Ethics Committee and to regulate its working principles.

Item 2 Scope

This Directive,

- (a) Scientific activities carried out with all kinds of scientific research and studies conducted by the University member, research ethics related to scientific research and development projects supported by University funds or carried out in units affiliated with the University;
 - (b) Publishing ethics issues related to all kinds of press, visual and audio media organs of the University and all kinds of publications published or sent to be published in other publications outside the University;
 - (c) Academic ethical issues related to faculty members or research persons and organizations benefiting from the support of the University or applying to benefit from it;
 - (d) Basic principles of research-based education and training ethics;
 - (e) Corporate ethical principles;
 - (f) The formation, duties and working method of the Ethics Committee;
 - (g) It covers issues related to application to the Ethics Committee and ethical evaluation processes.
- Applications related to all theoretical and experimental studies in fields such as Medicine, Dentistry, Pharmacy, Health Sciences, Nursing, Engineering, Architecture, Law with specific binding professional and scientific ethical rules, applications for research prior authorization requiring the approval of the Ethics Committee are evaluated in accordance with the ethical principles of the relevant field by the expert sub-committees to be formed. The Ethics Committee may form sub-committees that are experts in other fields as required by the application subjects. The decisions of all sub-committees and the application guide and forms must be approved by the Ethics Committee.

Item 3 Definitions

In this Directive:

Ethics Committee: European University of Lefke Ethics Committee,

Rectorate: The Rectorate of the European University of Lefke,

University: European University of Lefke (EUL),

University Member: Regardless of whether a university member is full or part time, academic directors, academic staff, researchers, students,

Ethical Violation: Deliberate actions of an academic and scientific institution that do not comply with ethical principles and rules in scientific research, scientific publication, research-based education activities within the framework of duties, powers and responsibilities,

Ethical Carelessness: Unintentional actions based on carelessness, ignorance, inexperience or negligence in complying with ethical principles and rules in scientific research, scientific publication and research-based educational activities within the framework of the duties, powers and responsibilities of an academic and scientific institution,

Non-Interventional Clinical Studies: Refers to all research to be conducted without requiring direct intervention of the physician, such as all observational studies, survey studies, retrospective archive scans such as file and image records, biochemistry, microbiology, pathology, and radiology collection materials such as blood urine, tissue, radiological images, or research to be carried out with materials obtained during routine examination, examination, analysis and treatment procedures, cell or tissue culture studies; studies to be conducted with genetic material, which are excluded from gene therapy

clinical studies and intended for identification, research to be carried out within the boundaries of nursing activities, diet studies with food additives, research on body physiology such as exercise, studies based on anthropometric measurements and studies on the evaluation of living habits.

Item 4 Basic Academic Ethical Principles and Values

(a) The University recognizes the personal dignity, individual identity, professional reputation of all members of the University member, and the academic reputation of all members of the University academic staff, and believes that the principles of academic ethics are the most indispensable value chain that includes the University member. Academic ethics principles are built on the following five core values:

1. Honesty,
2. Confidence,
3. Justice,
4. Respect,
5. Responsibility.

(b) The University believes that these principles are valid in every stage of all kinds of activities in science and art subjects (research, publication, artistic production and presentations), in every environment where the University is represented, and in the fulfillment of other public services / activities.

Item 5 Ethical Principles in Science and Art

The University's understanding of science and art ethics is based on accuracy, self-criticism, objectivity and neutrality, openness, scientific skepticism, critical view, openness to new concepts, preserving scientific research discipline, original and creative thinking, respect for the labor and products of others, natural environment and living by creating sensitivity to their rights.

The main principles that the university considers as basic to be followed in all kinds of scientific research, artistic work and other related activities are as follows:

(1) Basic Principles of Research Ethics

(a) Scientific principle: Data are obtained by scientific methods. In evaluating, interpreting and obtaining theoretical results, scientific methods cannot be exceeded and the results cannot be distorted. Non-obtained results cannot be shown as research results.

(b) The principle of "respect for life" and "not harming the subjects / consultants" in scientific research: It is essential not to harm the subjects, the consulted and any natural or cultural property that is the subject of the research or artistic activity. Subjects and those consulted should be clearly informed of the possible risks and care should be taken to comply with the principle that the decision to participate in the trial / examination should be given freely without influence and pressure. For research involving human data, participants must be informed about the use, storage and sharing of their personal data and their consent must be obtained.

- (c) The principle of warning about practices that may cause negative consequences: Researchers, artists and authorities are obliged to inform and warn the public about practices that may cause negative consequences regarding scientific research and artistic studies.
- (d) The principle of freedom not to participate in research: Researchers have the right not to participate in research or statements that, according to their individual judgments, may lead to harmful results or practices they do not approve. No researcher can be forced to support, advocate, voice, or participate in collective statements for a particular opinion, opinion or action.
- (e) The principle of academic freedom in research: Unless it is contrary to ethical principles, it cannot be involved in or prevented from research and artistic works. On the other hand, when determining research subjects and methods, researchers and artists act carefully and responsibly, especially in line with the University's budget implementation principles and on issues that require local or global sensitivity.
- (f) The principle of responsibility towards society and humanity: Scientific and artistic studies are the common property of humanity, on the condition that intellectual property and usage rights are reserved. For this reason, no part of the content of research and artistic studies that concern the benefit of society, humanity and the environment can be hidden, changed, distorted or banned.
- (g) The principle of joint and individual responsibility: Researchers and artists are responsible for the observance of these principles both separately and together. University member considers observance of these principles as a reason for existence.

(2) Basic Principles of Publication Ethics

- (a) Scientific research results are published with the names of all those who actually conducted and conducted the research. Names of persons who have not contributed effectively during the design, planning, execution and publication of the research are not included in the names of the authors or are not forced to participate.
- (b) While making use of a previously published or unpublished study in scientific publications, a reference is given in accordance with the scientific publication rules. Except for propositions such as universally recognized scientific theorems, mathematical theorems and proofs, all or part of the work cannot be published in translation or original form without permission or citing the original source.
- (c) The names of the institution or persons supporting the research that underpin the publication are clearly stated in the publications. In this context, it is essential to mention the academic institution where the main part of the research took place, even if the researcher has lost his / her relationship with that institution.

PART II: FORMATION OF THE ETHICS COMMITTEE AND THE WORKING PRINCIPLES

Item 6 Formation of the Ethics Committee

- (a) The Ethics Committee consists of nine professors, who are recommended by the Rectorate and approved by the Senate. Sub-ethics committees can be established in areas with specific binding professional and scientific ethical rules such as Medicine, Dentistry, Pharmacy, Health Sciences,

Nursing, Engineering, Architecture, Law. These sub-boards consist of at least three members who are experts in their field.

(b) The term of office of the members is one (1) year. If a member leaves the job, a new assignment is made to the vacant membership with the same method in order to complete the remaining term of the member.

(c) Expired members can be re-appointed with the same method.

(d) Membership of a member who does not attend the Ethics Committee meeting twice in a year without a valid excuse is automatically terminated.

(e) The Ethics Committee convenes at the beginning of each academic year and elects a president among themselves.

(f) Members may resign provided that they notify one month in advance. If there is a valid excuse, no time condition is required.

Item 7 Duties of the Ethics Committee

The duties of the Ethics Committee are as follows:

(a) To determine and develop the principles that will ensure that scientific researches, which are partially or fully supported by the University (including those proposed and concluded) or carried out by the University members, are conducted in accordance with ethics, and to suggest changes when necessary;

(b) To examine the applications related to faculty members, students and administrative staff who act against the ethical principles stated in this regulation;

(c) In the process of monitoring research projects carried out by the University members or partially or fully supported by the University (including those proposed and finalized) and in the articles published in the scientific journals or other publications of the University or in the articles sent for publication, to examine the applications related to unethical behaviors, if necessary, an expert or consultant to receive opinions, correspond with relevant persons, request information and express opinions;

(d) Past research, publications, etc. of those who have applied or are still benefiting from all kinds of support of the university, and to examine and decide on its activities in terms of scientific ethics upon the request of the relevant unit or institution, regardless of the relevance of the said activities with the University; to obtain consultant's opinion when necessary, to correspond with relevant persons, to request information and to provide opinions;

(e) To present the final report to the Rectorate within one month by examining the reports of the commissions and reporters regarding the files examined directly by the Ethics Committee or through the consultants to be appointed; informing the Rectorate in writing about the files deemed out of scope

(f) Ensuring that the resulted and resolved behaviors against the ethics of research and publication are announced by the Rectorate;

(g) To make suggestions to the Rectorate in order to organize educational activities in cooperation with relevant units or institutions and organizations in order to eliminate unethical behavior, especially academic, research and publication ethics.

Item 8 Application Method to the Ethics Committee

(a) Applications involving allegations of unethical behavior are made to the Rectorate. The applicants are obliged to submit concrete information and data on the subject of the claim to the Rectorate together

with their applications. Applications are forwarded to the Ethics Committee for examination by the Rectorate.

(b) In case of alleged violation of ethics through publication, electronic methods or similar communication tools, the Rector's Office may request the Ethics Committee to examine it ex officio.

(c) The applicants are informed about the action to be taken regarding their application by the applied authority as soon as possible.

(d) Unsigned applications are not accepted. However, for unsigned applications supported by concrete information and data, the Rector's Office may request the Ethics Committee to examine it ex officio.

(e) During the examination process, the Ethics Committee makes correspondence with other institutions and organizations through the Rectorate.

Item 9 Privacy Principle

(a) Applications made to the Ethics Committee, examination and evaluation processes and decisions of the Ethics Committee are confidential. No information is given to anyone other than the applicant.

(b) The principle of confidentiality is binding for the members of the Ethics Committee and sub-committees and academic administrators, even in application issues that have become public through publication.

(c) Violation of the privacy policy is a disciplinary act. Necessary disciplinary actions are initiated by the Rectorate for those who do not comply with the principle of confidentiality, and the investigation is carried out and concluded in accordance with the disciplinary regulation to which it is subject.

Item 10 Working Methods of the Ethical Committee

(a) The Ethics Committee convenes at least once in each academic term. The meeting date, time and agenda are notified to the members in writing by the chairman at least one week before the meeting.

(b) Documents related to the topics to be discussed in the agenda (if it is research, samples of the research file) are sent to the members.

(c) Apart from ordinary meetings, the Ethics Committee may be called for an extraordinary meeting by the chairman due to the application intensity or an urgent job.

(d) The meeting and decision quorum of the Ethics Committee is the absolute majority of the total number of members.

(e) The Ethics Committee makes its evaluations on the file. During the examination and evaluation, the persons who have applied for an ethical violation are given the right of defense when necessary. If the relevant persons do not respond within three weeks of the notification of their right to defense, they are deemed to have waived their right to defense. In this case, the Ethics Committee evaluates and forms its opinion based on other information and data available.

(f) I. After the prepared reports are opened for discussion in the Ethics Committee, they are voted on and the final report is signed by the members. The member who disagrees with the decision has to write the justification for "opposing vote".

II. The Ethics Committee submits its decisions in the nature of opinions and recommendations, including the results of the examination, to the Rectorate.

III. In cases where the Ethics Committee detects an ethical violation or ethical carelessness, the Rectorate initiates administrative and / or legal proceedings in relation to the issue; opens a disciplinary investigation.

IV. The Ethics Committee only handles and evaluates the applications in terms of ethics. The review criteria and recommendations are based on international conventions and declarations, including those specified in Articles 4 and 5, on established ethical principles and rules. When faced with an ethical problem that is not regulated in national or international texts, the Ethics Committee may link it to a principle or rule.

(g) Investigations and investigations made or being carried out by other boards or institutions do not constitute an obstacle to investigating ethical violations to be made within the scope of these principles.

(h) I. Ethics Committee, when necessary, may propose to the Rectorate to establish a sub-committee of appropriate experts for each file or to seek expert or advisor examination and opinion.

II. The sub-committee appointed by the Rectorate submits the result of the examination to be carried out in confidentiality on the file and its evaluation and opinion regarding the issue to the Ethics Committee in a preliminary report within two months at the latest. The Sub-Committee may also consult the opinions of consultants, experts and witnesses when necessary.

PART III: ETHICAL VIOLATION AND ETHICAL CARELESSNESS

Item 11 Conditions the Form Ethical Violation and Ethical Carelessness

Scientific research ethical principles are taken as a basis in the evaluation of applications regarding "ethical violations" or "ethical carelessness" at the university. In addition, the classification of actions that constitute ethical violations or ethical carelessness regarding publication ethics are made according to the following definitions:

(1) Plagiarism

(a) Piracy: Taking someone else's work or artistic practices in print or electronic media as they are and presenting them under their own name;

(b) Presenting the research results or thoughts and practices of others as their own by changing part of them by using only different words and expressions;

Scientific research ethical principles are taken as a basis in the evaluation of applications regarding "ethical violations" or "ethical carelessness" at the university. In addition, the classification of actions that constitute ethical violations or ethical carelessness regarding publication ethics are made according to the following definitions:

(c) Presenting a part of someone else's work in print or electronic environment as his / her own without referring to scientific publication rules;

(d) Presenting the thoughts, findings and artistic practices of others as their own without making references to the source work in accordance with the rules of scientific publication and without any doubt;

(e) Not presenting the thoughts, findings and artistic practices of others in a way that clearly indicates that they are quoted;

(f) Not giving information about the source cited or providing incomplete information.

(2) Fictitiousness: Showing a research that has not been done as if it has been done or revealing false findings by basing it on a research that has not been done.

(3) Deflection or Distortion

- (a) Deliberate distortion and modification of methods or results of research and practice;
- (b) Presenting the research and applications in a different way that will disrupt the quality of the research and application;
- (c) Making unused research material or devices appear to be used;
- (d) Presenting the research process in a way that changes the nature of the process;
- (e) Intentionally altering research records;
- (f) To act contrary to the legislation regarding ideas and works of art.

(4) Publication Replay: To send or publish the same publication or its translation to other publications again without giving information. The content of the publication concerns more than one area of expertise, it is beneficial to publish the publication in a different language, etc. In cases, repetition of the publication may be accepted provided that certain rules are followed. In such cases, the approval of both media organs must be obtained and the second publication must include bibliographic information regarding the first publication location.

(5) Slicing: While it is possible to publish the results of a research as a single article without disturbing the integrity and quality of the research, dividing it into pieces and publishing two or more times.

(6) Not Stating the Others: Not clearly stating the people, institutions or organizations and their contributions to the research in the publications of the studies conducted with the support.

(7) Imaginary Authorship, Author Made-up and Distortion

- (a) Listing the person or persons who do not have an active contribution to the research or publication, due to their position or title;
- (b) Putting the names of people who are open to the research and who have no significant contribution to the course of the research on the list of authors or adding new authors based on their incompatible contributions;
- (c) To take the names of co-researchers and authors who have contributed effectively to the research and article;
- (d) Changing the author's order in an unjustified or inappropriate manner
- (e) Foreign language books, articles, etc. printing it as if it were written by itself.

Item 12 Ethical Violation and Ethical Carelessness Conditions

In order for an event to constitute an "ethical violation" or "ethical carelessness", the following conditions must be present:

- (a) Ethical violation; It is unethical behavior that is committed as a result of intent or gross negligence.
- (b) Ethical carelessness; It is a behavior performed by unintentional actions such as carelessness.
- (c) The claim must be supported by convincing and sufficient evidence.

PART IV: OBJECTIONS TO THE DECISIONS OF THE ETHICAL COMMITTEE

Item 13 Objections to the Decisions of the Ethical Committee

An objection can be made to the Rectorate against the decisions of the Ethics Committee or the practices in this direction. Such objections are made within 20 business days following the notification of the decision or application to the parties. The Rectorate sends the objections whose justifications it deems appropriate or that contain new evidence to the Ethics Committee for re-examination. The decision of the Ethics Committee as a result of the re-evaluation is final.

PART V: GENERAL PROVISIONS

Item 14 Force

This directive takes effect on the date approved by the European University of Lefke Senate.

Item 15 Executive

The provisions of these regulations are executed by the Rector of European University of Lefke.