

FINAL INTERNATIONAL UNIVERSITY
REGULATION FOR ETHICS COMMITTEE

(Under Article 14/14 of the Final International University Establishment and Operation By-Law)

The Rectorate of the Final International University makes the following regulation in accordance with Article 14(14) of the Establishment and Operation By-law of the Final International University with the recommendation of Final International University Senate and the approval of the Board of Trustees.

PART ONE

GENERAL AIM AND SCOPE

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| Brief name | 1. This regulation is named as the “Final International University (FIU) Ethics Committee Regulation”. |
| Aim | 2. The aim of this regulation is to regulate the formation, structure, duties and working principles of the Ethics Committee within the scope of compliance with the FIU Ethical Behaviour Principles in the field of education, service, scientific research, publication, relations with society and its stakeholders and various activities of the academic and administrative units and staff of the FIU. |
| Scope | 3. These regulations cover,
a) The formation, duties and operation methods of the Board of Ethics;
b) Topics relating to procedures for applying to the Board of Ethics and ethical evaluation.
c) All types of scientific research and studies, artistic activities related to research and publication ethics issues conducted and carried out by university staff,
d) Matters related to the service ethics of academic and administrative staff of the university,
e) Ethical issues related to the university's service to the community
f) Ethical issues related to the university's relations with internal and external stakeholders,
g) ethical issues which arise in the processes of education and training at the university,
h) covers all types of scientific research, studies and artistic activities that university staff will do with the support of organizations outside the institution. |

PART TWO

FORMATION, MEMBERS AND WORKING PRINCIPLES OF THE BOARD OF ETHICS

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| Ethics Committee | 4. a) Academic staff who have a record of disciplinary action or ethical misconduct cannot be a member of the Ethics Committee. |
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- b) During the first meeting of the Board of Ethics, members elect a chair and a vice chair amongst the Board members.
- c) The period of service for the Board members is 3 years. Members whose period of service expires can be re-appointed.
- d) Membership in the Ethics Committee ends, if a member; fails to attend three consecutive meetings within one academic year without permission and/or cannot attend Ethics Committee meetings even if they have a legal excuse for more than three months, commits a disciplinary action or an ethical misconduct or ethical negligence during the membership of the Ethics Committee, leaves the University, withdraws from the membership of the Ethics Committee.
- e) termination or withdrawal of membership in the Ethics Committee enters into force with the notification of the approval of the Rector to the relevant person.
- f) For memberships which become vacant for any reason, a new member is appointed by the University Senate to replace and to complete the remaining term.

Duties and Responsibilities of the Ethics Committee

5. Responsibilities of the Committee of Ethics are as follows:
- a) Conducting evaluations and expressing opinions in accordance with the principles of ethical behaviour in the academic and administrative units of the University in terms of education, research and publication, service activities and relations with all stakeholders of the University,
 - b) Determining the methods of application of ethical principles and rules,
 - c) Developing ethical policies that will be used as a basis for the university,
 - d) Organizing research, publication and service ethics training and similar studies in order to spread the culture of ethical life at the university and to gain ethical sensitivity,

Meeting of the Ethics Committee

- a) The Ethics Committee, holds one meeting at least every two months with an agenda set by the Chair. This period can be extended to two months if an expert is appointed. The date, time and agenda of the meeting are notified to the members in writing at least 48 hours before the meeting. If deemed necessary, an additional agenda may also be provided to the members during the meeting.
- b) The Chair of the Ethics Committee may also convene emergency meetings.
- c) In the absence of the Chair, the meetings of the Ethics Committee are held by the Deputy Chair.
- d) The quorum for the meeting of the Ethics Committee is 3 (three), the quorum for taking a decision is this is the majority of the participants in the meeting. Members may vote to reject or accept the application. Abstention votes are considered as rejection votes. In case of equality

of votes, the decision is considered to have been taken in accordance with the Chair's vote.

PART THREE

THE ETHICS COMMITTEE'S METHOD OF OPERATION

Application Principles

7. a) Applications to the Ethics Committee are made to the Rectorate's Office in person, by mail or corporate e-mail, with a petition stated to be "confidential" and the necessary additional attachments. The Ethics Committee has the authority to accept and evaluate applications.
- b) Re-submission of an evaluated and completed application to the Ethics Committee shall not be considered in the event that the application is repeated without new evidence being provided.
- c) If there is an unsigned complaint, with accompanying valid evidence, the application can be processed with the approval of the Rectorate.
- d) Expiration of time is not taken into account when the Ethics Committee accepts an application for misconduct or negligence.

Evaluation of Applications

8. The Ethics Committee operates in confidentiality regarding evaluations, opinions and decisions it makes regarding ethical issues. Application files are evaluated according to the following principles;
- a) The Ethics Committee bases its evaluations on the file and may request written or oral information from the relevant persons if necessary.
- b) Each submitted application file to the Ethics Committee is placed on the agenda of the first meeting to be held by the Chair of the Ethics Committee. The Chair appoints a rapporteur from among the members in accordance with the views of the members. The rapporteur may withdraw from their position provided that they submit a valid and written excuse.
- c) The rapporteur may obtain written information from the University staff via the Board of the Ethics Committee, provided that it is included in the evaluation file.
- d) The Rapporteur may apply to the Ethics Committee for an expert opinion if deemed necessary. The expert is determined by the Ethics Committee, provided that their identity is kept confidential. The Board of Ethics informs the expert in writing about the nature and scope of the opinion requested. A copy of the expert opinion is submitted in writing to the Ethics Committee to be kept in the relevant file.
- e) The Ethics Committee may invite the relevant personnel for a meeting if necessary. During this meeting, the invited staff is asked only questions related to the subject of the review. The members of the Ethics Committee conduct the evaluation in the light of the information obtained after the interview of the invited staff.
- f) The rapporteur completes their evaluation within one month (provided that the expert opinion is requested, the request for additional

time is reserved) and submits it to the next meeting of the Ethics Committee.

During the meeting, the examined file, accompanied by relevant information, documents and evidence, is evaluated and their views are stated. The members of the Ethics Committee have the right to request all kinds of information and documents from the rapporteur if necessary. At the end of this evaluation, the Ethics Committee decides on a decision.

g) The complainant or the personnel who are the subject of an ethics complaint may submit their opinions and views regarding the issue to the Ethics Committee in writing and/or orally. The Ethics Committee invites the relevant personnel to defend themselves on the date it deems appropriate, at least 7 days in advance. In case of justification, this meeting may be postponed to a later date. The personnel who does not attend the meeting to which they are invited without giving reasons or who does not give their written opinion within the requested period of time shall be deemed to have waived this right. In this case, the Ethics Committee forms a decision by evaluating the previously obtained information and evidence.

h) In cases where the Ethics Committee needs to apply for the opinions of institutions and organizations other than the university, the board conducts its correspondence through the Rectorate.

i) The Ethics Committee conducts all its evaluations and investigations based on the current legislation, the basic ethical principles and values of the University, international conventions, national declarations and both universal and local ethical principles and rules. If an ethical misconduct is encountered that is not mentioned in national or international documents, the Ethics Committee may link it to a principle or rule.

j) The decision taken is prepared in the form of a report based on the reasons and signed by all members. The reasons are added to the relevant report by the members who voted against the decision.

k) If the file to be discussed in the Ethics Committee is related to one of the members, that member cannot participate in the relevant discussions and voting.

l) The Ethics Committee notifies the relevant parties of the report including its decision.

m) The Ethics Committee maintains all documents, files and correspondence on a confidentiality basis and in accordance with the relevant regulations.

(1) The Ethics Committee investigates the allegations of ethical misconduct and ethical negligence in accordance with the following principles;

a) The Ethics Committee notifies the staff who have allegations of ethical misconduct and/or ethical negligence in writing that an ethical investigation has been initiated against them.

- b) The Ethics Committee also specifies the action based on the allegations of such ethical misconduct and/or ethical negligence in this notification.
- c) The Ethics Committee asks the staff to be present to defend on the designated day, time and place, taking into account that there is at least 5 working days between the notification letter and the defence date.
- d) The Ethics Committee informs the relevant personnel that the relevant personnel can make their defence in writing or orally, that if the personnel does not submit their defence without any justification, they give up their right to defend, and in this case, the Ethics Committee can make a decision in accordance with the documents and evidence in the file.
- e) The Ethics Committee cannot make a decision without a defence, except in cases where the relevant personnel have waived their right to defence.
- f) The Ethics Committee adds the received defences in writing to the relevant file. The committee may also ask additional questions to the staff if it deems it necessary.
- g) In cases where the defence is made orally, the Ethics Committee passes the defence in question to the minutes. The minutes contain information about when and where the defence was carried out, its content, who participated, and the questions and answers asked.
- h) The minutes are signed both by the members of the board and the related personnel and are issued to the personnel if requested.

Appeal against the Decisions of the Ethics Committee

- 9. a) Appeals against the decisions of the Ethics Committee can be made within 5 working days after the parties have been notified of the decision or the application. After the re-evaluation of the case, the decision taken by the Ethics Committee is final.
- b) The decisions of the Ethics Committee are based on findings, suggestions and opinions and are not binding.

Responsibility

- 10. a) When the Ethics Committee receives an allegation of an ethical misconduct, it first informs the Rectorate of the issue of the misconduct.
- b) The members of the Ethics Committee do not bear any civil and criminal liability due to the decision, opinions and suggestions they have given.

Confidentiality

- 11. a) The decisions of the Ethics Committee cannot be shared with anyone other than the relevant people. Violation of the principle of confidentiality is a disciplinary offense.
- b) All documents and correspondence related to the issues investigated by the Ethics Committee, as well as reports, are maintained by the Board of Ethics within the legal period.

Executive Authority Entry Into Force

- 12. This regulation is executed by the FIU Rectorate.
- 13. These regulations are put into force following the date of their approval by the Final International University Board of Trustees.

