(Senate Resolution dated 21.03.2017, no. 04)

(Senate Resolution dated 15.05.2018, no. 06)

(Senate Resolution dated 21.06.2023, no. 07)

**ATILIM UNIVERSITY**

**DIRECTIVE ON THE ETHICAL BOARD FOR HUMAN RESEARCH**

**SECTION ONE**

# Purpose, Scope, Basis and Definitions

**Purpose**

**ARTICLE 1 -** (1) This Directive aims to determine the operating principles and methods of the **Atılım University Ethical Board for Human Research** (İAEK), established to evaluate whether non-clinical research requiring data collection from human participants (surveys, field studies, interviews, investigations, etc.), and the research where Atılım University employees or students take part as responsible researchers, is designed in a way that does not allow any foreseeable ethical problems.

# Scope

**ARTICLE 2 -** (1) This directive covers all applications to the Atılım University Ethical Board for Human Research for research efforts, such as observational studies, surveys, field studies, interviews, and investigations that are not within the scopes of the Regulations on Interventional or Non-Interventional Clinical Research, and those on “Clinical Research on Pharmaceuticals and Biological Products”, “Clinical Research on Medical Devices”, and “Cosmetics”, “Traditional and Complementary Medical Practices”.

# Basis

**ARTICLE 3 -** (1) This Directive is based on Article 14 of Higher Education Law no. 2547.

# Definitions

**ARTICLE 4 -** (1) The definitions for this Directive are:

**Ethical Board for Human Research (İAEK):** The Atılım University Ethical Board for Human Research,

**President:** The President of Atılım University,

**Senate:** The Atılım University Senate;

**Chairperson:** The chairperson of the Atılım University Ethical Board for Human Research,

**Member(s):** Members of the Atılım University Ethical Board for Human Research,

**Secretariat:** The secretariat of the Atılım University Ethical Board for Human Research,

**Expert(s):** Scientists from within or outside the University who are experts in the relevant fields and whose opinions are to be consulted in the evaluation of the applications for research by the İAEK,

**Responsible Researcher(s):** The researcher(s) bearing the ethical, scientific, technical, administrative, financial and legal responsibilities of the research to be evaluated,

**University:** Atılım University,

**Member(s):** Members of the Atılım University Ethical Board for Human Research,

**Participant(s):** The individuals providing all kinds of data in human research,

**Human Research:** Studies that require data collection from people through various techniques, methods and approaches.

**SECTION TWO**

# Organization, Structure, and Methods of Operation of the Ethical Board for Human Research

**Members**

**ARTICLE 5 -**

1. The İAEK consists of 7 primary members appointed by the President from among the faculty members at the University. Care is taken to ensure that the Board constitutes a distribution of members to cover all disciplines. Members elect a chairperson among themselves.
2. The term of office for other members is two years. Members may be reappointed after their term of office. Members failing to attend three Board meetings in a year without a valid excuse lose their membership status. Members may resign with a written notice submitted one month in advance. No time limitations are required for resignations due to valid excuses. Vacating members are replaced within 15 days and in line with the provisions of Paragraph 1 of this Article.

# Methods of operation

# ARTICLE 6 -

1. The İAEK convenes regularly at least once a month when applications are received.
2. The Chairperson notifies Board members of meeting days, schedules, and agendas.
3. Apart from the ordinary meetings of the İAEK, an extraordinary meeting may be called upon by the President due to the density of applications, or for an urgent review.
4. The absolute majority of votes is required for meetings and resolutions.
5. İAEK members are informed about the necessity of confidentiality regarding the applications made to the İAEK and relevant pieces of information, as well as the discussions in the meetings.
6. The İAEK may seek the opinions of experts from outside the Board where necessary,

and create sub-commissions. Experts may be invited to meetings or provide their opinion in writing. Experts have no votes.

**SECTION THREE**

# Application to the Ethical Board for Human Research (İAEK), Evaluation Procedures

**Application to the board**

**ARTICLE 7 -**

1. For research to be conducted with human participants within the scope of Article 2, an application is made to the İAEK by the responsible researcher.

The İAEK evaluates the application in terms of content. It is the researcher’s responsibility to obtain the necessary permissions from the institution/ organization where the research is to be conducted. The ethical approval by the İAEK for the research in question does not include the green light to conduct the research at the relevant institution/ organization. Applications to the Ethical Board are made by the 15th of each month. All required documents are to be submitted during the application. Applications with missing documents are not evaluated. Applications with missing items not provided, and applications past the 15th of the month of application are evaluated in the following month.

1. The following documents are completed electronically by the researcher, and a hard copy of each of them (printed on one side and signed on each page) is submitted to the İAEK:
   1. A letter of application containing the name and the nature of the research, researcher details, contact information of researchers (such as their address, phone number, fax, e-mail, GSM), and the date.
   2. The file containing detailed research information including the purpose, the justification, and the method(s) of the research; the population and the sample to be researched, and the characteristics of research participants.

# Evaluation

# ARTICLE 8 -

1. The İAEK bases its evaluations on application files. The Board requests verbal or written information from the researcher where necessary.
2. As a result of the evaluation, the Board deems the application as “Suitable”, to be “Requiring Corrections”, or to be “Not Suitable”. Having received the decree that their research is “Requiring Corrections”, or “Not Suitable”, researchers may re-apply to the Board after making the necessary corrections and adjustments.
3. The decision of the İAEK is notified in writing to the investigator/ unit having made the application.
4. If a member of the İAEK applies to the Board for an approval regarding research ethics, the Board member in question does not attend the meeting where their application is evaluated.

**SECTION FOUR**

# Miscellaneous Provisions

**Archive**

**ARTICLE 9 -** (1) The Ethical Board keeps the documents submitted in the application, the decision taken and the correspondence in the archive for 5 years.

# Repealed directive

**ARTICLE 10 -** (1) This Directive repeals the Directive on the Atılım University Ethical Board for Human Research previously accepted by Atılım University.

# Effective Date

**ARTICLE 11 -**(1) This Directive shall take effect after its approval by the Senate.

# Execution

**ARTICLE 12 -** (1) This Directive is executed by the President of Atılım University.