

ALTINBAŞ UNIVERSITY
EMPLOYEE CODE OF ETHICAL CONDUCT DIRECTIVE

PART ONE
OBJECTIVE, SCOPE, BASIS AND DEFINITIONS

Objective

Article 1- The objective of this Directive is to designate the ethical values and principles that should be observed and followed by all academic and administrative members of Altınbaş University.

Scope

Article 2- This Directive comprises the ethical values and principles that should be observed and followed by all academic and administrative members of Altınbaş University. Ethical values and principles put in writing hereunder set forth the principles which shall be observed by members of Altınbaş University in solving the ethical problems they face as well as in building and maintaining relationships with their colleagues, students, University administrators, natural and legal persons outside the University, as well as with national and international community.

Basis

Article 3- This Directive is prepared based upon the Bylaws of Altınbaş University which came to effect after being published on the Official Gazette No: 27949 of May 30, 2011. “Principles of Ethical Conduct for Higher Education Institutions” approved by Inter-University Council are taken as reference in the constitution of this Directive.

Definitions

Article 4- The following terms are used in this Directive with the meanings specified:

- a) President: the President of Altınbaş University,
- b) University: Altınbaş University,
- c) Members of University: All faculty members, academic administrators and administrative staff of Altınbaş University,
- d) Ethics: Set of values, principles and standards that provide guidance with relation to the conduct of individuals, institutions and professionals and help them determine “good” and “right”
- e) Academic Ethics: Adherence to the principles of ethical conduct by academicians in all relationships with various stakeholders in society; as well as during all stages of the development, presentation and evaluation of scientific work; appointment and promotion; as well as during the process of building competence-based scientific institutions and universities, and preparing future scientists.

Obligation to comply with the principles of ethical conduct

Article 5- (1) Members of Altınbaş University shall comply with the principles of ethical conduct arising from the principle of honesty and the sense of responsibility.

(2) Members of Altınbaş University are expected to put a special emphasis on seeking the truth, endeavouring to reach perfection, providing equal opportunities for everyone, and preserving academic freedom including freedom to teach, learn, conduct scientific research, share information, express ideas and opinions, as well as the freedom of communication and expression. Members of Altınbaş University accept and undertake to conduct the abovementioned activities in accordance with the ethical values and principles set forth in this Directive.

PART TWO
ETHICAL VALUES AND PRINCIPLES

SECTION ONE

Definitions, Values and Principles

Fundamental Values and Principles

Article 6 - (1) Members of Altınbaş University must adhere to the following fundamental values and principles.

- a) **Academic Freedom and Autonomy:** Academic freedom is the freedom of academicians to individually or collectively acquire, develop and disseminate knowledge through research, study, analysis, discussion, documentation, as well as through producing, teaching, explaining and putting in writing. Academic autonomy is the independence of Universities from public or social authorities to make decisions about their academic operations and to determine their own policies in relation to education, research, social services, and international relations and for all other related activities.
- b) **Academic Integrity:** Academic integrity means complying with ethical principles and standards that establish trust in science and scientists and that must be observed in academic circles; and being open and responsible in all academic activities.
- c) **Responsibility and Accountability:** Responsibility is fulfilment of all roles and responsibilities and/or any scientific and academic activity or duty according to required standards; and efficient use of national or institutional resources. Accountability is the obligation of all members of Altınbaş University to be transparent and open, and to account for how and to what degree the resources are used and the responsibility/task is fulfilled towards those who have provided them with resources to fulfil the relevant task/responsibility.
- d) **Protection and Enhancement of Fundamental Rights and Freedoms:** Protecting and enhancing the fundamental rights and freedoms of all our members as well as of all members of society is fundamental to our University.
- e) **Respecting Others:** Members of Altınbaş University shall respect and value differences among individuals, never allow discrimination or harassment, treat all colleagues, employees, students, stakeholders and third parties with kindness and respect; and protect the dignity and honour of all individuals with whom they are in contact at all times.
- f) **Academic Merit:** Academic merit is selecting and assigning members of University for a position or a role by evaluating their skills, qualifications, and experiences based on the standards required by the relevant position or role.

SECTION TWO

Responsibilities of Faculty Members

Responsibilities of Faculty Members for Their Colleagues

Article 7 - Responsibilities of Faculty Members for their Colleagues are as follows:

- a) To treat fairly and respectfully all colleagues regardless they are members of academic or administrative staff.
- b) To defend the academic rights and freedoms of all colleagues.
- c) To be fair, neutral and unbiased when evaluating or expressing professional opinions on the colleagues' work; to avoid making wrong or malevolent statements knowingly and deliberately about any colleague.
- d) To avoid disclosing any confidential or personal information about any colleague unless you are legally obliged to divulge it.

- e) To help or contribute to the professional development of their colleagues.
- f) To avoid any discrimination against any colleague based on race, language, religion, age, gender, ethnic background, disability or any political, arbitrary and personal reason.
- g) Not to prevent any colleague from using exercising their professional rights and authorities, fulfilling their duties/responsibilities intentionally and/or due to arbitrary reasons.
- h) To avoid exercising pressure or coercion on colleagues with the purpose of influencing their professional decisions.

Responsibilities of Faculty Members for Their Own Fields of Research

Article 8- (1) Responsibilities of Faculty Members for Their Own Fields of Research are as follows:

- a) To continuously improve yourself in your own academic field.
- b) To preserve your academic integrity in all scientific endeavours
- c) Not to denigrate and/or disparage other fields of research.
- d) Not to make false statements or provide misleading information about their professional qualifications and/or purposively hide the facts about their professional competence and qualities.
- e) Not to accept any gift, award and/or donation of any kind and nature that might change or influence professional judgment or behaviour.
- f) Not to serve as a referee, project researcher and/or expert; or as a member of examination, thesis, dissertation, assignment and/or appointment committee in the fields in which you are not specialized.
- g) Not to serve as a referee, project researcher and/or expert; or as a member of examination, thesis, dissertation, assignment and/or appointment committee for colleagues with whom you have a “conflict of interest” or a relationship based on “self-interest”.

Responsibilities of Faculty Members for the University

Article 9- (1) Responsibilities of Faculty Members for the University are as follows:

- a) To participate in the governance of the University through committees, commissions, work groups, boards or assignments.
- b) Not to engage in any external professional activity that does not comply with your duties and responsibilities at the University.
- c) To treat all colleagues with respect and fairness, not to use them for your own personal gain or interest, not to abuse them verbally or physically.
- d) To use the monetary resources of the University honestly and in a manner that fits their purpose.
- e) Not to use your institutional and professional position to gain personal gain or interest.

Responsibilities of the Faculty Members for Society

Article 10- (1) Responsibilities of the Faculty Members for Society are as follows:

- a) To strive to play an active role in developing the economic, social, cultural and intellectual capacity of society.
- b) To distinguish your personal opinions from scientific findings when making public statements.
- c) To set apart your personal opinions from the University’s institutional opinions when making a statement on an administrative matters.

d) To research and teach issues that will directly contribute to the scientific, cultural, social and economic development of the country; submit the respective findings to the service of the society; share your opinions and suggestions with the society.

SECTION THREE

Ethics of Scientific Research, Publication and Evaluation

Ethics of Scientific Research and Publication

Article 11- (1) All Faculty Members must adhere to the following rules regarding scientific research and publication:

a) To have the required competence in the conduct and design of the research; to maintain transparency, integrity and self-criticism during the research process and the analysis of the findings; to respect the studies/works of other colleagues who have previously researched or who are currently researching the same subject.

b) To adopt an objective and honest approach towards the topic of the research; to be transparent and honest when reporting the research findings; give credit to every colleague who have participated in and contributed to the research study.

c) To determine the distribution of all roles in research process and all rights arising from publications before you start the research to make sure the scientific study fully complies with research methodology and research ethics.

d) To present in the research all sources (including digital/online sources) and methods used to collect and analyse data.

e) To acknowledge as a fundamental principle that the facts and information provided in scientific publications must be complete and accurate, and that any data or information should not be deliberately withheld from scholarly publications; act in compliance with “academic ethics” during all stages of knowledge production and development; publish only scientifically gathered and developed data and information; not to present any non-existent data or result.

f) To show ultimate attention for the content of the publication to be unbiased; not to publish any research altered or modified research results with the purpose of deriving personal or commercial benefits, or imposing political views; not to deliberately alter or modify data and/or results; not to hide and/or falsify any data and result.

g) To make proper citations/references to all sources used in publication; to acknowledge all persons who have contributed to the production, compilation, analysis and publication of published knowledge either by naming them as authors or giving them credit.

h) To preserve the authorship rights, which means participating and taking responsibility in research and publication, in all scientific works; to list names of authors according to their contributions for research.

i) To avoid acts of “plagiarism which are known as the worst ethical violations such as presenting others’ written, printed or online work or artistic applications as one’s own work wholly or in part without proper scientific citation; to present findings and artistic applications without explicitly indicating that they are excerpts (by changing the font, writing in italics, putting in quotation marks, highlighting them in the document, adding footnotes or referencing), to present others’ work as one’s own work by rewording or paraphrasing; to present others’ information, produced knowledge, opinions or practices as one’s own.

j) Not to withhold any information when making citations; to present proper information about the source of reference; not to use or present information from unknown source or whose source is forgotten as one’s own.

k) Not to publish wholly a scientific study in more than one publishing platform as it was a different study without providing any reference; not to re-publish a certain study by dividing it into parts or sections with the purpose of increasing the number of publication.

l) Not to cite yourself as an author without making any substantial contributions to the study (to the design of research, data collection, evaluation, publication); not to include your name among other authors without making any substantial contributions by exercising your influence.

m) Before receiving the volunteers' approval wishing to participate in research, duly inform them about the stages in research process, possible results, risks and the right to withdraw from research; not to force any student or participant to involve in the study/research.

n) Not to disclose any personal information or institutional data provided by research participants without their consent or unless required by law; not to disclose identities of those who have participated in the research.

Ethics of Scientific Evaluation

Article 12- (1) All Faculty Members must adhere to the following rules regarding scientific evaluation:

a) To act in an honest, independent, unprejudiced and unbiased manner when making scientific evaluations and serving as reviewer, editor, expert and referee etc.

b) To abide by the principle of confidentiality.

c) To be open and transparent when making scientific evaluation and provide justifications.

d) To adhere to the evaluation schedule and duration; to provide constructive feedback and suggestions while evaluating; to avoid making offending statements about the author.

e) Not to abuse one's authority as a referee by plagiarising others' work submitted for a scientific evaluation.

f) Not to violate any scientific criteria when determining referees.

g) Not to serve as a referee in the evaluation of scientific publications submitted by scholars with whom one has a "conflict of interest" or a "relationship based on self-interest".

SECTION FOUR

Academic Ethics

Responsibilities of Faculty Members about Academic Ethics

Article 13- (1) Responsibilities of Faculty Members for Teaching and Learning are as follows:

a) To teach courses in accordance with the curriculum approved by authorized boards.

b) Not to disclose any grade or assessment received or earned by students to any third party without the student's consent or unless required by applicable law.

c) As a matter of principle, to be present at the time and at the place specified in course schedule; not to allow anyone to teach as your replacement, except in unavoidable cases.

d) To prepare a written course schedule for all courses taught and make it accessible to all students.

e) To provide the disabled students with necessary help and support required by law.

Responsibilities of Faculty Members for Students

Article 14- (1) Responsibilities of Faculty Members for Students are as follows:

- a) To create a learning environment encouraging to research and inquiry.
- b) To encourage students to learn the fundamental principles and values of the respective discipline, to freely express their ideas and opinions, to think independently.
- c) To evaluate students' work and performance in an honest, unbiased and objective manner; to contribute to students' learning by evaluating their academic work; to give timely and constructive feedback.
- d) To evaluate and grade students' academic work and examinations, and to announce grades in a timely manner.
- e) To protect students' freedom of learning; not to allow any practices of any kind and nature which may harm students' rights to learn.
- f) To take students' opinions and evaluations on courses into consideration.
- g) To respect and protect the confidentiality of personal/private information of students, unless a disclosure is required by law.
- h) Not to exploit students for personal gain/interest.
- i) To be fair and objective when writing letters of reference for students.
- j) Not to enter into any close or intimate relationship of any kind and nature with students; to treat all students fairly.
- k) Not to approve or ignore any act or activity involving harassment, abuse and violence or any oppressive, degrading or disturbing act in any way, and take the necessary course of action (i) To continuously improve oneself by making researches and further specializing in the respective field of teaching with the aim of providing students with a high quality and modern education.
- l) To accept and acknowledge that each student has different skills and characteristics; to contribute to the intellectual and personal development of each students.
- m) To serve as a role model for students by teaching them the highest professional and ethical values and by contributing to their multidimensional and multidirectional development.
- n) To encourage students to respect each other and all faculty members.
- o) To keep students away from environments that might hinder learning or cause harm to their health or safety.
- p) Not to accept any gift of any kind or nature from any student.
- q) Not to coerce students to purchase your own book or any visual or written work of any kind or nature; not to use dissertation, thesis, grade or mark as an instrument of oppression.

SECTION FIVE

Ethics in Academic Administration

Ethical values and principles that must be followed by Academic Administrators

Article 15- (1) Academic Administrators must adhere to the following ethical values and principles:

- a) To respect the dignity and the professional reputation of the members the University.
- b) Not to discriminate against any member of the University based on language, race, colour, gender, appearance, political view, philosophical belief and the like.
- c) To endeavour to establish academic freedom; to acknowledge the academic freedom, coexistence of different ideas and views as an essential value of university life.
- d) To evaluate the Faculty members' appointment and promotion applications based on academic performance criteria approved by the Senate; to adhere to scientific standards during the recruitment, appointment or promotion of faculty and staff; not to violate the rule of merit when describing the required qualifications for an open academic position.
- e) To take every reasonable measure to provide necessary education and information, to raise awareness in order to exclude unethical behaviour of any kind and nature from academic like, such as harassment, abuse and mobbing; to protect the rights of individuals who have been exposed to such behaviours.
- f) To act according to the principles of fairness and merit when supporting or allowing faculty members to participate national or international scientific events/activities.
- g) To avoid any behaviour that might restrict employees' personal rights and that might cause harm to their careers.
- h) To protect the legal rights of faculty members arising from their scientific, artistic work, research and publications.
- i) To ensure the allocation of the teaching load among faculty members in a fair and just manner by taking their respective academic field and their competencies into consideration.
- j) To abide by the principles of transparency and accountability when using University's financial resources and managing University affairs.
- k) Not to engage in any relationship based on self-interest with any natural and legal persons and institutions that have a business relationship with the University.
- l) To provide the necessary conditions for the Boards of Ethics to work independently; to execute the board decisions in a just and fair manner; not to ignore or overlook the unethical attitude or behaviour of any faculty or staff.
- m) To adhere to the principle of neutrality in all relationships with political institutions and non-governmental organizations.

SECTION SIX

Code of Ethics for Administrative Staff

Ethical Principles and Values of Service for Administrative Staff

Article 16- (1) Administrative Staff must adhere to the following ethical principles and values of service:

- a) To comply with the all applicable laws, rules and regulations, to observe the principles of legality, justice, fairness, equality, integrity, transparency and accountability in all acts and actions in the service to society; not to discriminate against any person based on language, religion, race, age, gender, political view, philosophical belief, world view and the like when performing duties and responsibilities or letting others benefit from one's services; not engage in any act or action that restricts or violates human rights and freedoms and the equality of opportunity in any way.

- b) To safeguard and promote the rights and best interests of humanity by showing and raising awareness for the social issues (environment, health, education, justice etc.).
- c) Not fail to duly perform any duty or responsibility at the University so as to participate in an activity or an event that is not related to the University.
- d) To conduct any externally compensated activity in compliance with the applicable laws and regulations and the principle of honesty and integrity.
- e) To avoid being used as an instrument of commercial advertisement.
- f) To preserve University's and your own professional dignity and reputation during events and activities not related to the University.
- g) Not to engage in any activity that might endanger the principle of honesty and neutrality.
- h) To provide public services in accordance with the required standards and procedures; to provide the beneficiaries with the necessary information about the process and the related procedures.
- i) Not to engage in any arbitrary behaviour, acts or actions involving oppression, defamation or threat; not to draw up a report based on non-apparent and questionable proof; not to ask any service, opportunity or any personal gain that is in breach of laws and regulations.
- j) To immediately notify the competent authorities when requested to engage in any unethical or illegal acts or activities; or upon noticing or witnessing any unethical or illegal acts or activities while conducting duties and responsibilities.
- k) To be cautious about "conflicts of interest" and "relationships based on self-interest".
- l) Never to abuse one's own title, position or authority to provide advantage/profit of any kind and nature in favour of oneself, family member or third persons.
- m) Never to disclose any private and confidential information that might have been acquired during or as a result of the exercise of one's duties to any third party (whether an individual, corporation, or other entity) neither during the employment nor after the termination of employment, unless required by law; never to use private and confidential information with the purpose of gain profit or advantage either directly or indirectly in favour of oneself, family or third persons.
- n) Never to accept directly or indirectly any gift of any kind from any natural or legal person in favour of oneself, family and third parties or gain advantage or profit with the help of any natural or legal person that conducts a business, provides service or has a conflict of interest related to the respective role or position in the University.
- o) To avoid spending money freely and indulging in an extravagant expense when utilizing University's financial resources, facilities, vehicles and other resources; to effectively and efficiently utilize the working day, resources, and workforce.

PART THREE

BOARD OF ETHICS, SANCTIONS AND FINAL PROVISIONS

Board of Ethics

Article 17- The basis and procedures in relation to constitution and operation of Altınbaş University Board of Ethics are determined this by Directive.

Commitment to Compliance with Ethical Principles

Article 18- Members of the University undertake to comply with the principles of ethics defined by this Directive as they start their employment and to bring their conduct and behaviour into compliance

with these principles in a period of 3 months. This period may be extended by 3 more months in case the Board decides upon the existence of valid reasons necessitating extension of period. Members of the University accept beforehand that they shall be subject to the termination of their employment contract in the event that they fail to bring their conduct and behaviour into compliance with this Directive.

Breach of the Code of Ethical Principles and Rules of Conduct

Article 19- In the event that one-time violation of provisions set forth in this Directive by any Member of the University is detected by the Board of Ethics, the said Member shall receive a written warning from the President of the University in accordance with the principles of confidentiality; in the event that repeated or continuous violation of provisions set forth in this Directive by any Member of the University is detected by the Board of Ethics, the employment of the said Member shall be duly terminated. In the event that violation of provisions set forth in this Directive is such as to damage University's or its counterpart's reputation or professional dignity, the employment contract of the said Member shall be duly terminated without notice.

In the event that provisions set forth in this Directive align with the provisions of Disciplinary Regulations for Administrators, Academic and Non-Academic Staff of Higher Education Institutions published in Official Gazette No: 17789 of August 21, 1982, disciplinary proceedings shall additionally be initiated against the Members of the University who are in one-time violation of the Code of Ethical Conduct. However, in the event of a second violation of principles of ethical conduct, the provisions set forth herein shall prevail.

Effective Date

Article 20- This Directive is effective as of the date it was approved pursuant to Senate Decision No. 2015/06 of June 24, 2015.

Execution

Article 21- The provisions of this Directive shall be executed by the President of Altınbaş University.

Provisional Article 1- After the entry into force of this Directive, all Members of the University shall sign a Letter of Undertaking to Comply with Ethical Principles and its annexes. The employment contract of the members who refuse to sign the letter and its annexes shall be duly terminated.