

**ALTINBAŞ CYPRUS UNIVERSITY**  
**ETHICS COMMITTEE APPLICATION PROCEDURES**

Compliance with ethical principles in graduate thesis studies is a fundamental component of scientific research quality at our University. In this context, the following procedures and principles regarding Ethics Committee applications must be strictly observed by all students and supervisors:

### **1. General Principle**

- An application to the Ethics Committee is **mandatory for all theses**, regardless of whether primary data is collected or not.
- Every thesis must include an **official document indicating that the study has been evaluated by the Ethics Committee and stating the Committee's decision.**

### **2. Studies Without Primary Data Collection** (Literature review, use of secondary data, etc.)

- Submission to the Ethics Committee is mandatory.
- The application file must include the following documents:
  - Ethics Committee Application Form
  - Thesis Proposal
- The application must be submitted **via email by the supervisor to the Ethics Committee.**
- The application must clearly and in detail specify:
  - The scope of the study
  - The type of data to be used (e.g., secondary data)
  - The method of data usage and analysis

**Note:** The absence of primary data collection or quantitative analysis does not eliminate the obligation to apply to the Ethics Committee.

### **3. Studies Involving Primary Data Collection** (Surveys, interviews, experiments, observations, etc.)

For all studies involving primary data collection, the following procedures are mandatory:

- **Ethics Committee approval must be obtained before any data collection begins.**
- The application file must include the following documents in full:
  - Ethics Committee Application Form
  - Thesis Proposal
  - Data collection instruments (survey forms, interview questions, scales, etc.)
  - Voluntary Participation / Informed Consent Form
  - Research methodology and data analysis plan
- The application must be submitted **via email by the supervisor to the Ethics Committee.**
- The study must clearly define:
  - Protection of participants' rights
  - Confidentiality and anonymity principles
  - Data security and storage procedures

**Important:** Data collection initiated without Ethics Committee approval may be considered invalid and may lead to serious academic and administrative consequences in the thesis process.

#### **4. Responsibility and Process Management**

- Initiating and completing the Ethics application process in a timely and complete manner is the **joint responsibility of the student and the supervisor**.
- Studies conducted without Ethics Committee approval may result in **delays or rejection** in thesis defense and graduation processes.

All graduate students and supervisors are kindly requested to carefully follow the Ethics Committee procedures.

**For your information and necessary action.**