İSTANBUL ÜNİVERSİTESİ (İÜ)

ULUSLARARASI PROJE BAŞVURULARINDA ETİK VE DİĞER BÖLÜMLERDE KULLANILABİLECEK İÇERİKLER

Konular	**İlgili Birimler**	**Açıklama**	**İÜ'nün Politikaları, Çalışmaları**
1) Üniversitenin Tanıtım Yazısı (Introducing the University)	Kalite Koordinatörlüğü	Proje başvuruları için İÜ'nün tanıtımı	Sayfa 2-3
2) Açık Bilim – Açık Erişim (Open Science – Open Access)	İÜ Yayınevi, AUZEF, Kütüphane	İÜ'nün açık erişime yönelik politikaları ve uluslararası projeler sonucunda elde edilebilecek çıktılarda bu politikanın nasıl kullanabileceği	Sayfa 3-4
3) Çıkar Çatışması ve Fikri Mülkiyet Hakları (Conflicts of Interest & Intellectual Property)	TTM, Entertech, Hukuk Müşavirliği	Üniversitenin çıkar çatışmalarının önlenmesi ve fikri mülkiyet haklarını korumak için neler yapılabileceği	Sayfa 5
4) Rüşvet, Yolsuzluk, Dolandırıcılık ve Bilgi İfşası (Anti-fraud, Corruption and Bribery, Whistleblowing)	İç Denetim Birimi Başkanlığı, Hukuk Müşavirliği	Üniversitenin yolsuzluğu engellemek için sıkı denetimleri olduğunu belirten açıklama	Sayfa 5-6
5) Etik (Ethics)	Etik Kurullar, Hukuk Müşavirliği	İÜ'nün etik sorunları önlemek için yürüttüğü politikalar	Sayfa 6-7
6) Toplumsal Cinsiyet Eşitliği ve Çeşitlilik (Gender Equality and Diversity)	Kalite Koordinatörlüğü, Strateji Geliştirme Daire Başkanlığı	Üniversitenin GEP belgesinin olduğunun ve bu belgede taahhüt edilenlerin uygulandığının beyanı. Üniversitenin toplumsal cinsiyete eşitliğine yönelik çalışmaları ve	Sayfa 7-8

	(Faaliyet raporları aracılığıyla), Kadın Çalışmaları Uygulama ve Araştırma Merkezi	çalışanların cinsiyet dağılımlarının gösterilmesi. Aynı zamanda üniversitedeki yabancı öğrencilerin uyumuna yönelik politikaların açıklanması. Engelli ve dezavantajlı personel ve öğrencilere yönelik kapsayıcı politikaların açıklanması	
7) Veri Yönetimi ve KVKK (Data Management & GDPR)	Bilgi İşlem Daire Başkanlığı	Üniversitenin veri yönetimi ve internet alt yapısının tanıtımı, açık rızaya dayalı politikaların açıklanması	Sayfa 8-9
8) Yaygınlaştırma ve İletişim (Dissemination & Communication)	Kurumsal İletişim	Üniversitenin web sayfası, sosyal medya hesapları ve matbu yayınlardaki görünürlüğü ve takipçi sayıları. Bunların, proje sürecindeki çıktıların yayılımındaki katkısının vurgulanması	Sayfa 9-10

1) Üniversitenin Tanıtım Yazısı/ Introducing the University

Founded in 1453, Istanbul University is among the first and longest-standing institutions in Türkiye. Located in various Campuses and Research Centers in and around the city, Istanbul University is a public academic institution comprising: 17 Faculties, 1 Conservatory, 2 Vocational Schools, 2 Colleges and 14 Graduate Institutes. Besides, the university is home to a total of 50.690 Undergraduate, 21.014 Graduate, 2000 International Students, 3.337 Academic and 4.184 Administrative Staff. Furthermore, Istanbul University holds one of the most renowned Medical Faculties in the country, namely Istanbul Tıp, with 3.000 medical students and approximately 1,700 medical staff including academics. This faculty operate one grand hospital and Oncology Institute and Dentistry Faculty comprising a total bed capacity of 1.500 and 1.5 million outpatients and 40,000 inpatients per annum. According to the EduRank in 2022, Istanbul University ranked among the first 500 universities making it the first Turkish University in the first 500. Istanbul University has ongoing protocols with over 50 institutions worldwide spanning from USA to Europe and Asia along with over 500 Erasmus agreements.

In 2006, the Nobel Prize for Literature was awarded to Orhan Pamuk, an Istanbul University graduate of journalism, marking an unrivalled success in the history not only of Turkish universities but also of the country. Furthermore, Aziz Sancar, an Istanbul University graduate of Medical Faculty, is a biochemist and molecular biologist specializing in DNA repair, cell cycle checkpoints, and circadian clock. In 2015, he was also awarded the Nobel Prize in Chemistry for his mechanistic studies of DNA repair.

The aim of Istanbul University is to raise individuals who overcome the problems they encounter and produce constructive solutions by revealing the real potential of the students. Our students, who were educated in the programs developed within the framework of this understanding, are currently carrying out successful tasks in important places and decision-making mechanisms in Türkiye. Our graduates, who combine their traditional approach with a universal perspective, also have a say in Türkiye's future. Our graduates, who are behind numerous national and international successful studies in the fields of

Health, Social and Natural Sciences, are the pride of our university. Activity of Istanbul University has been determined according to the "Regulation on Academic Organization in Universities" published on 18.02.1982. Accordingly, the university is a higher education institution with scientific autonomy and public legal personality, which conducts high-level education, scientific research and publication, and consists of faculties, institutes, colleges, departments, branches of art and science, branches of art, research and application centers. The university is established by law, in line with the principles and objectives of the state development plans and within the framework of higher education planning, upon the positive opinion or recommendation of the Council of Higher Education.

Under Istanbul University, the procedures about the European Union and other international projects are carried out by the International Projects Office of Istanbul University. The Office aims to increase the number and quality of the EU projects and other international projects, to strengthen the scientific outputs and to develop the recognition and awareness of the University sustainably at national and international level in the projects and collaborations related to the grants and supports by the EU and international organizations.

Within the University, there are 29 ongoing and 70 completed EU and other international projects, which are equal to 99 EU and other international projects in total. These projects are based on 12 HORIZON2020, 2 HORIZON EUROPE projects and 19 other projects from previous framework programmes of the EU before the start of HORIZON2020 in 2014, 20 ERASMUS+ projects (most of them are KA2), 7 IPA projects coordinated by the Central Finance and Contracts Unit of Republic of Türkiye and 39 other international projects based on specific bilateral agreements. Moreover, at the national level, the University has over 1000 ongoing projects and the projects supported by the University are more than 10.000. In this regard, with our deep knowledge and experience in projects at the institutional level, our partnership will be mutually beneficial.

2) Açık Bilim – Açık Erişim (Open Science – Open Access)

All academic resources such as books, articles, theses, papers and reports produced within Istanbul University are stored in digital environment in accordance with international standards. In addition, it offers **open access** to increase its effect in accordance with copyrights via the link http://acikerisim.istanbul.edu.tr/?locale-attribute=en.

The University has also an **Open Access Corporate Archive Policy** for academic studies conducted within institutional archiving, long-term compilation, digital preservation and digital access, which can be accessed through https://cdn.istanbul.edu.tr/FileHandler2.ashx?f=iu-ae-kurumsal-arsiv-politikasi_01.pdf. This Policy which has been prepared based on Article 4/c and 12/c of the Higher Education Law No. 2547 and the Higher Education Open Access and Institutional Archive Policy, covers all academic studies that are directly or indirectly supported by IU and carried out by IU Members. The works of IU Members outside of IU can also be stored in this archive, if desired. It also covers scientific articles, papers, project reports, course materials, theses and special publications such as musical notes, maps, and digital rare works in IU collections to enter IU Institutional Academic Open Access Archive and present these resources to all stakeholders in a way that pays attention to copyrights.

The Objectives of this policy are of:

1. Establishment of an open access system in accordance with the International Open Archives Enterprise Standards,

2. Ensuring the long-term compilation and preservation of academic studies of IU,

3. Increasing the visibility of academic studies produced by IU members through open access and making them available to all users,

4. Ensuring that scientific studies taken into account in appointments, promotions and other institutional evaluations are stored and listed in accordance with international standards,

5. Determination of IU Open Access strategy and creation of IU Open Access Institutional Archive.

In terms of principles of this policy, IU Members accept the following conditions for the long-term compilation and preservation of their academic studies:

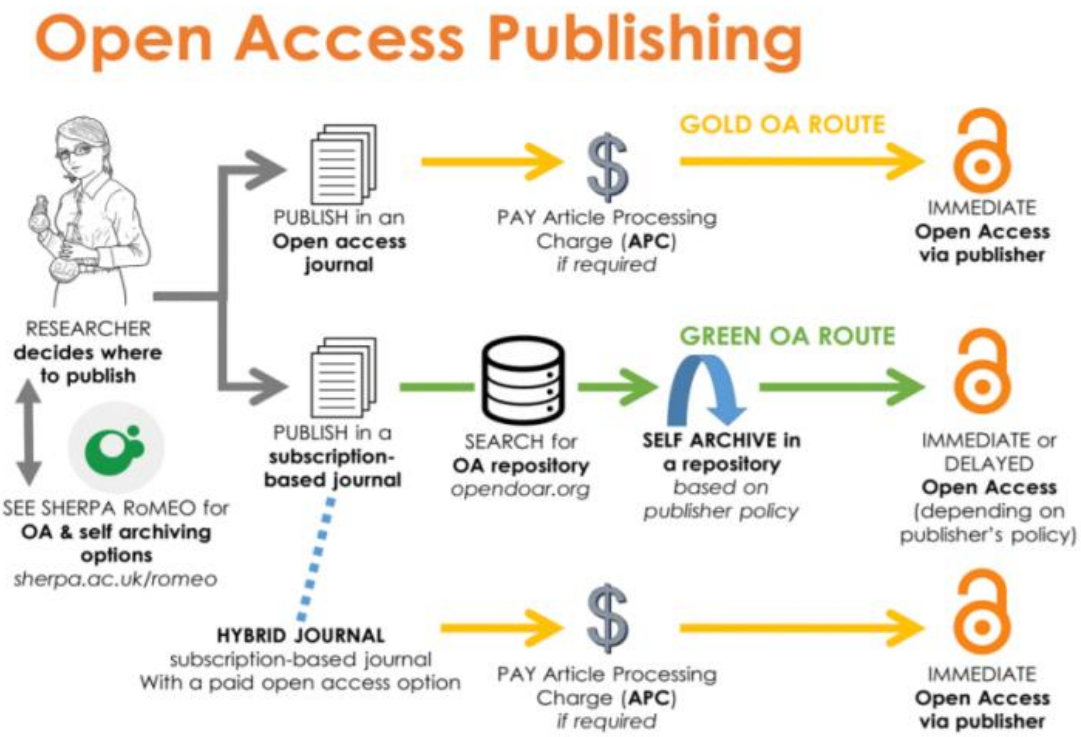
- IU Library works with IU Members who store their academic studies in IU Open Access Institutional Archive for proper publication as open access.

- IU Library coordinates the compilation and long-term preservation of all academic studies in the IU Institutional Academic Open Access Archive with secure storage.

- IU Library coordinates the forms and conditions of rare works in accordance with the open access service.

Besides, Istanbul University also aims to serve **open science** through the Istanbul University Press (https://iupress.istanbul.edu.tr/en). It aims to contribute to the dissemination of ever growing scientific knowledge through publication of high quality scientific journals and books in accordance with the international publishing standards and ethics. Istanbul University Press follows an open access, non-commercial, scholarly publishing. The peer review process is at the core of publishing at Istanbul University Press. All books and journals published by Istanbul University Press are subject to double blind peer-review process. Its publications are included in reputable indexes. Istanbul University Press is among the publishers of Web of Science Book Citation Index and Directory of Open Access Books. Its books indexed by Web of Science Book Citation Index and Directory of Open Access Books (DOAB) can be accessed through Web of Science and DOAB.

Lastly, in some databases that are subscribed to by Istanbul University Central Library, a Read & Publish Agreement is made within the scope of the ANKOS Consortium. Within the scope of these agreements, APC Article Processing Charge discounts for **open access publications** are provided from publishers or they can be free. For the databases of which subscription continues in 2023, Cambridge University Press, IOP Institute of Physics and Oxford University Press, Istanbul University researchers have an exemption from publishing open access articles. Article Processing Fee will not be charged for the articles of these publishers that have been accepted for publication in open access journals. More information can be found in this presentation: https://cdn.istanbul.edu.tr/FileHandler2.ashx?f=acik-erisim-calismalari-ppt--mk-web-version-20.04.2020.pdf



3) <u>Çıkar Çatışması ve Fikri Mülkiyet Hakları (Conflicts of Interest & Intellectual Property)</u>

The University's Technology Transfer Application and Research Center (TTO) is responsible for the protection of **Intellectual Property Rights**, and the relevant forms for this can be downloaded from the link https://ttm.istanbul.edu.tr/tr/content/fikri-mulkiyet-haklari-formlari/fikri-mulkiyet-haklari-formlari. Researchers of Istanbul University are informed about their rights and responsibilities arising from the relevant laws and legislations by directives of the pertaining to intellectual property rights. In addition to these directives, in project submissions and IP related issues, researchers submit forms, which includes phrases detailing the process and referring to said laws and legislations as seen below. By filling out the form above, the Center starts the process of monitoring the intellectual and industrial property process of Istanbul University (IU) and Istanbul TTO and making an application to the relevant institutions, if necessary, about the invention that the researcher gives information about. The statement in question means that he/she will provide the necessary support and information in the continuation of the process. He / She accepts that Istanbul University and Istanbul TTO will not be held liable for material and moral damages that may arise as a result of incomplete, inaccurate or unclear information given in this application and to be given hereafter. He/ She accepts that Istanbul TTO has no responsibility in matters related to the scope of this form, and he / she declares that all the information he /she gives in the content of this form is correct and complete. By filling out this form, he /she declares that he / she has read the "Industrial Property Law No. 6769" and the "Regulation On Employee Inventions, Invention in Higher Education Institutions, And Invention Occupied in Public Supported Projects." In addition, in each IP relevant submission, researchers fill out and sign forms clearly showing the distribution/share of rights arising from the relevant work.

In addition, the University Legal Counsel (https://hukukmusavirligi.istanbul.edu.tr/tr/_) helps when necessary in order to protect the intellectual property rights of the University and to prevent conflicts of interest in accordance with the law.

4) Rüşvet, Yolsuzluk, Dolandırıcılık ve Bilgi İfşası (Anti-fraud, Corruption and Bribery, Whistleblowing)

Regulations on Anti-fraud, Corruption and Bribery, Whistleblowing in public institutions in Türkiye are regulated within the framework of regulations "Declaration of Property, Anti-Bribery and Corruption Law" (https://www.mevzuat.gov.tr/MevzuatMetin/1.5.3628.pdf) and "State Officials' Law" (https://www.mevzuat.gov.tr/MevzuatMetin/1.5.657.pdf).

In addition, the Internal Audit Unit of our University (https://icdenetim.istanbul.edu.tr/tr/_) is also authorized in the issues of Bribery, Corruption, Fraud and Information Disclosure. Within the framework of Istanbul University's mission of "producing useful knowledge for our country and humanity and raising competent individuals"; its mission is to add value to corporate activities by evaluating and improving the adequacy and effectiveness of management structures, risk management and control processes at all levels, to help achieve goals and objectives and to ensure that senior management fulfills its accountability, and to provide reasonable assurance regarding our organization's activities, operations, systems and processes. Besides, within the framework of "being one of the leading universities in the world", which is the vision of Istanbul University; its vision is to carry out internal audit and consultancy activities effectively, efficiently and in accordance with the standards, and to bring these activities to a structure demanded by our senior management and employees and carried out in understanding and cooperation.

Finally, the University's Legal Counseling Office (https://hukukmusavirligi.istanbul.edu.tr/tr/_) is another of our support units in this regard, as it constitutes the main function in the realization of the University's decisions, transactions and actions and services in accordance with the law.

5) Etik (Ethics)

The purpose of Istanbul University **Ethics Committees** (https://etikkrul.istanbul.edu.tr/tr/_); Ensuring compliance with ethical principles in research, publication, education, social responsibility and service activities carried out within the body of Istanbul University and evaluation of contrary practices.

The powers and responsibilities of the University Ethics Committees are as follows:

a) To inform the University members about ethical principles.

b) To organize educational activities to bring ethical values to the forefront, to increase ethical awareness and to institutionalize ethical life culture, to encourage scientific research and publication on the subject of ethics.

c) To carry out studies or to have them made, to take decisions, to express opinions for the definition and solution of all kinds of ethical problems within the scope of the Directive.

ç) Examining and concluding concrete allegations of violation of ethical rules.

d) Establishing commissions for the examination of concrete events, seeking expert opinion.

e) To decide on the establishment of sub-ethics committees within the university, to determine the working areas of the sub-ethics committees to be established, and to provide the necessary training support for those who will take part in these committees.

f) To provide coordination between sub-ethics committees and to act as an arbitrator when necessary.

g) To carry out studies and make suggestions for the integration of the practices of the sub-ethics committees with the basic ethical principles adopted by the University.

h) To prepare annual reports and submit them to the Rectorate.

Within the scope of this, there are 6 types of ethics committees in the University. These are: Clinical Research Ethics Committee, Animal Experiments Local Ethics Committee, Social and Human Sciences Research Ethics Committee, Bioavailability/ Bioequivalence Ethics Committee, DHF Clinical Research Ethics Committee and Cosmetic Clinical Research Ethics Committee. In addition to these, there are 3 Scientific Research and Publication Ethics Committees. These are: Scientific Research and Publication Ethics, Science and Engineering Sciences Scientific Research and Publication Ethics Board, and Health Sciences Scientific Research and Publication Ethics Board. Clinical Ethics Committees consist of DHF Clinical Research Ethics Committee, ITF Clinical Research Ethics Committee and Cosmetic Clinical Research Ethics Committee.

In addition, the University Legal Counsel (https://hukukmusavirligi.istanbul.edu.tr/tr/_) helps when necessary in order to protect the ethical issues on behalf of the University in accordance with the law.

6) Toplumsal Cinsiyet Eşitliği ve Çeşitlilik (Gender Equality and Diversity)

The University's Human Rights Law Practice and Research Center (http://insanhaklari.istanbul.edu.tr/) aims to carry out theoretical and practical research and studies in terms of the recognition, protection, implementation and development of human rights including **gender equality and diversity**, with an interdisciplinary approach to Human Rights Law, concentrating on the axis of national and international law and using scientific methods.

In order to achieve these goals, the Center carries out the following studies and activities:

1) To organize and participate in national and international seminars, conferences, colloquiums and similar meetings in the field of human rights law.

2) To make publications in Turkish and foreign languages on human rights issues and to contribute to such studies.

3) To cooperate, establish and develop relations with national and international experts and institutions and organizations dealing with the related sciences and applications.

4) To create the necessary archive, library and other facilities related to its subject, to monitor national and international related publications and to try to bring them to the Center.

5) To establish temporary or permanent commissions when necessary to carry out research, examination, projects and similar studies.

6) To carry out scientific and vocational education and training activities in order to train the personnel of the institutions and organizations operating in this field and to participate in the ones organized by the relevant organizations.

7) To provide legal consultancy and expert services within the framework of the relevant legislation.

8) To make all kinds of other activities and publications that it deems necessary related to its purpose.

Besides, there is also the Women's Issues Research and Application Center (http://kadinarastirmalari.istanbul.edu.tr/), which contributes to the studies on gender equality and diversity in the University. It was established for the first time in Türkiye on October 4, 1989 at Istanbul University. The aim of the center is to establish effective institutional mechanisms in social, economic and political fields and to develop and implement strategies and policies for the development of social culture in order to minimize all kinds of problems faced by women and girls in the world and in our country and to improve their quality of life in a sustainable way. Its fields of activity include violations of human and civil rights that women and girls face in family life, social, political and economic fields in the world and in our country, **gender discrimination**, all kinds of violence, abuse and neglect, intimidation, harassment, rape, restrictions on freedom of choice and expression, and an investigation of the problems that women face in every field. It also aims to develop solutions to these problems and to improve their situation, to conduct scientific studies, events and meetings at the global level, to publish journals, books, reports and statistical data, to give trainings, to open courses, to universities, public and private institutions, business world, professional and to cooperate with chambers and non-governmental organizations. Furthermore, for the first time in Türkiye, in the 1990-1991 academic year, the Women's Studies Master's Program was also started as an interdisciplinary branch of science within the body of the Istanbul University Women's Problems Research and Application Center.

7) Veri Yönetimi ve KVKK (Data Management & GDPR)

In the Decree Law No. 124 on the Administrative Organization of Higher Education Institutions, the **duties and responsibilities of the IT department** of our University are stated as follows:

1)To operate the information processing systems in the university, to support education, training and research.

2)To fulfill other information processing services that the university will need.

How the computer network is isolated from the rest of the organization and the outside world can be found below:

*Firewall : VLANs are created for newly created networks in line with the needs, route is written and appropriate access rules are defined. Fixed IP requests from the units are negotiated with the network unit and approved as an address object, and then access rules are written.

*SSL VPN: VPN service is provided through firewall to companies and personnel who want to establish a correct connection to our servers from outside the institution. After the official requests for companies are examined, users are defined as local. For the personnel, LDAP server integration was made with Fortigate Firewall. Personnel can use e-mail addresses as user names and e-mail passwords as passwords. Username and passwords are notified to the other party by e-mail together with the

installation instruction. Access to the desired servers is provided with the rules written afterwards. Thus, they can access the server from anywhere and use the program.

*ESET Management Agent Console has been updated and accordingly, agent and endpoint installation files have been prepared and triggering mechanisms have been set up for end users.Via EMA, it is possible to monitor how many users' version, IP address and system names, as well as virus activities and whether they are up-to-date. Problems related to installation and update can be intervened through the server.

In our University, a web application firewall (WAF) is used to ensure **fast and uninterrupted access and security of the university's web pages and web-based applications**. Complaints about the firewall device are examined and necessary configurations are made in the web interface. In cases that do not need to be blocked, but are blocked by the security system (false positive), an error page is generated for users. With the error code on this page, the blocked request can be easily found and examined from the logs.

With open source Network Security Vulnerability Scanning Software, networks continue to be scanned on the basis of VLANs. Among the results, the ones with high importance are shared with the relevant unit. By comparing the scan results with the nmap outputs, unauthorized wireless access points and modems on the network, unannounced servers, etc. abnormalities continue to be detected.

Logs are monitored live and kept under control via the Analyzer screen of the firewall device. IP addresses with detected Trojan activity are closed via switch ports and users are warned.

*SIEM: The log records of the sources determined in accordance with the law numbered 5651 must be collected, signed and stored in accordance with the law. The SIEM platform used for this purpose; It is an integrated security information and event management solution that provides easy and clear understanding of the collected big data and provides outputs for accurate, reliable and real-time action.

Besides, the University Informatics Coordination Board (https://www.istanbul.edu.tr/tr/content/bilisim-koordinasyon-kurulu/hakkimizda) is also authorized in this regard and its objectives are as follows:

a) To create the informatics vision and mission of the university,

b) To prepare short and long-term strategic plans in the field of informatics,

c) To regulate the workflow, duties and responsibilities related to informatics at the university,

d) To review the relevant regulations, directives, procedures and instructions, and to rearrange them if necessary,

e) To make personnel planning related to informatics,

f) To ensure that activities related to planning, purchasing, use and operation, adaptation and development of hardware and software related to information are carried out in a coordinated and effective manner,

g) To carry out the proposal and acceptance of institutional projects to be developed in the field of informatics,

h) To follow up and ensure the creation and implementation of a strategic budget in the field of informatics,

i) To create, monitor and evaluate corporate performance scales in the field of informatics,

8) Yaygınlaştırma ve İletişim (Dissemination & Communication)

The University Corporate Communications Coordinatorship (https://kurumsaliletisim.istanbul.edu.tr/tr/_) assists with the visibility and follower numbers of the university's web page, social media accounts and printed publications. Corporate Communications Coordinatorship aims to contribute to our university to express itself correctly in the public, to make its scientific activities more visible, to fully integrate with the society, and to strengthen its international brand value and reputation. In order to fulfill these, six units are working under this coordinatorship. These are: Public Relations and Publicity, Media Relations, Digital Media and Web, Visual Communication Design, Content Production and Management, Foreign Relations and Protocol and Prospective Student and Alumni Relations. In addition to social media accounts such as Facebook and Twitter managed on behalf of the university, there are various dissemination and communication tools such as e-bulletin, transmission newspaper, radio communication and agency university affiliated to this coordinator. Their contribution to the dissemination of outputs in the project process is essential.

The Coordinatorship carries out the following activities in order to achieve the objectives below:

a) Creating and managing communication, media, public relations, advertising and promotion strategies that will add value to the university's corporate identity, brand and reputation.

b) Producing quality content in digital media and representing the University in accordance with its scientific nature.

c) Establishing a value-oriented relationship with the media and ensuring that the scientific value produced by the University is transferred to the society in the most accurate way through the media.

d) Determining the necessary strategies to strengthen and develop the university's corporate identity, preparing a corporate identity guide, renewing and updating the guide, preparing and implementing the relevant action plans.

e) Organizing university promotion days, introducing the University to prospective students, coordinating orientation programs during the registration process of new students.

f) Evaluating the requests of institutions, organizations and individuals requesting cooperation in the fields of communication, sponsorship and social responsibility with the University, and ensuring communication with the relevant units.

g) Providing consultancy to the units regarding the corporate communication processes,

h) Following up and concluding information requests received by the University.

i) Developing and implementing corporate communication strategies that will meet the needs of the units, taking into account their unique characteristics,

j) Carrying out studies that will increase the contribution of the graduates to the University and ensuring the continuity of communication with the graduate tracking system.

k) Fulfilling other duties related to the field assigned by the Office of the Rector.