**Rules to be followed in Ethics Committee File Preparation and Application**

1.T.C. Haliç University Social Sciences and Humanities Research Ethics Committee will accept studies with students working at Haliç University or students continuing their education at Haliç University

2. The forms required for the ethics committee application (application petition, application form) should be prepared and each form should be placed separately in a transparent file liner and placed in a wire file. This file should be placed in a blue colored oversized folder and submitted to the ethics committee secretariat.

3.In the preparation of the application petition; for research conducted within the scope of the thesis, it must be stated that it is a thesis. If there are more than two researchers in the research, it ought to be be prepared only with the information and signature of the applicant researcher.

4.In the preparation of the Application Form; if there is more than one researcher on the first page, the information and signatures of these researchers will be included. Each researcher will sign the other pages of the application form. Sub-page margins should be adjusted according to the number of researchers

5. During the submission of the ethics committee application file; care should be taken to submit it on the dates specified by the ethics committee each month. Applications outside these dates will not be accepted.

6. Ethics committee application files in which the ethics committee application file preparation conditions are met will be received by the ethics committee secretariat. Applications with missing signatures and forms will not be accepted

7. The result information must be received by the researcher who made the application between the dates specified in the ethics committee work calendar (dates of submission of Ethics Committee decisions and Ethics Committee Permission Documents). In cases where he/she cannot come, if there is more than one researcher, one of the researchers will be provided to receive it. Otherwise, he/she will be able to access the result information by stating the name of the person he/she wants to receive it with a petition containing his/her approval and signature.

8.In ethics committee application files that require correction; corrections will be submitted to the ethics committee secretariat within 7 days after the end of the result notification date. The rules in the preparation of the ethics committee application file will be taken into consideration in the corrections. Incomplete corrections will not be accepted. They will be able to receive the permission document on the next ethics committee decision date after the submission of the correction.