

SELÇUK UNIVERSITY

FACULTY OF LETTERS

ETHICS COMMITTEE

WORKFLOW DIAGRAM

WHO CAN APPLY?

Academic staff working in the departments within the Faculty of Literature at Selçuk University, undergraduate students enrolled in the faculty, or graduate students pursuing their education in any institute affiliated with the faculty's programs can apply to the Ethics Committee.



WHEN TO APPLY?

- Applications should be submitted considering the meeting dates announced on the website.



FOR NEW APPLICATIONS:

- Application Petition
- Application Form
- Consent Form
- Scales or Interview Forms to be Used
- Documents showing permission for the use of materials with copyrights, if applicable.

FOR REVISION APPLICATIONS:

- A Revision Petition along with the documents listed above (excluding the Application Petition) should be included in the file.



MEETING AND DECISION-MAKING PROCESS

- The Ethics Committee Secretariat forwards the applications received by the submission deadline to the Ethics Committee Chair within two business days.
- The Chair emails the applications to committee members on the same day.
- Members review the files within three business days, and a final decision is made on the meeting day.
- The final report regarding the decisions is sent to the secretariat on the same day.
- The final decision may be "approved," "requires revision," or "rejected."



WRITING AND SIGNING OF DECISIONS

- The Ethics Committee Secretariat drafts the final decisions within three business days, submits them for members' signatures, and decisions are finalized with member signatures within two business days.



COMPLETION OF THE PROCESS

- *Approved applications* can collect their final decision document from the secretariat after signing.
- *Revision suggestions for applications* requiring corrections will be communicated via email by the secretariat or can be picked up in person.
- After making the required corrections, a new application can be submitted for the next meeting with a revision petition.



PROCESS COMPLETED

