**ALTINBAŞ UNIVERSITY**

**Application Form for an Ethics Committee on Institute of Graduate Studies**

**1. INSTITUTIONAL DETAILS ON RESEARCH/PROJECT COORDINATOR:** (Please make sure you provide an additional document containing the names and contact details of the Research/Project team members.)

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| **First Name / Last Name:** |  | **Thesis Advisor:** |
| **Faculty and Department:**  | **Graduate School of Social Sciences** | **Master’s Programme in Business Administration** |
| **Institutional Address:** | Altınbaş University |  |
| **Position:** | [ ]  Faculty member [x]  Other | **Master’s student (MBA)** |
| **Email:** |  |  |
| **Telephone:**  |  |  |

**2. RESEARCH/PROJECT TITLE** (Please provide the Turkish title as well even though the research/project has been written in English)

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**3. RESEARCH/PROJECT SUMMARY** (Provide a brief but specific overview of the research/project objectives, its importance, using a plain language understandable by a general audience. The summary should not be longer than 20 lines.)

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**4. RESEARCH/PROJECT METHOD** (Provide a brief statement of the techniques, procedures and applications you will use when conducting your research)

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**5. SOURCES OF FUNDING**

**5A.** [x]  Not available yet (Proceed to section 6).

 [ ]  The Research/Project has been granted funding.

 [ ]  An application has been submitted, waiting for the grant decision. (Indicate the date on which you have submitted your application)

**5B. If your research/project has been granted funding,** please indicate the names of the public/private agencies, organisations or institutions that have provided the funding.

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|  **Institution Type** | **Name of the Institution/Organisation that provided the funding** |
| [ ]  | **Altınbaş University** |  |
| [ ]  | **TÜBİTAK (The Scientific and Technological Research Council of Turkey)** |  |
| [ ]  | **Other Government Agencies (Development Agency, Ministries etc.)** |  |
| [ ]  | **International Organizations (EU, UNESCO, NATO, UN, ...)** |  |
| [ ]  | **Private Institutions and NGOs** |  |
| [ ]  | **Other** |  |

**6. PARTICIPANT DETAILS**

**6A. SECONDARY DATA** Please check the box if the data you will use for your own research has already been collected through primary sources and made readily available for researchers. **[ ]**

**6B. How many participants, including control groups, will take part in your research?** Approximately100-120 university students

**6C. AGE GROUPS** Please check the appropriate box(es).

**[ ]**  0–7 **[ ]** 8–17 **[x]**  18–64 **[ ]**  65+

**6D. Will you include one or several of the groups indicate below in your research, or make one or several of the groups indicated below a target group?**

**[x]** No, none of the groups indicate below will be included in my research.

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| [ ]  Children below the age of 18 years. |  |
| [ ]  Persons of unsound mind/with intellectual disabilities  |  |
| [ ]  Adults whose legal custody is awarded to a legal guardian  |  |
| [ ]  Persons with limited freedom of movement (For example, inmates)inmates |  |
| [ ]  Altınbaş University students |
| [ ]  Other universities’ studentsapplicable:  |
| [ ]  Other (Operating-room staff)  |  |

**6E.** If you have checked one of the groups indicated above, please describe what precautions you would take to protect the members of this group.

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**7. RISKS**

7A. Is there any probability of harm (physical, psychological, social, legal, or economic risks) that may occur as a result of participation in this research study/project? Please indicate the potential risks, if these risks are above the minimum level.

**[x]**  **Only minimal risk is involved.** *The probability of harm expected in the research is not greater than those ordinarily encountered in daily life or during performance of routine physical or psychological examinations.*

**[ ]  This study involves greater than minimal risk.**

7B. If participation in this research study involves greater risk than those encountered in daily activities, please describe the risk(s) and the precautions you would take to minimize these risks.

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**8. BENEFITS** Does participation in this research study involve any potential benefits for the research subjects and/or for the society?

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**9.** **PRIVACY AND CONFIDENTIALITY:** Please describe the procedure you will follow to protect the privacy of prospective participants and keep the participants' information confidential.

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**10.** **CONFIDENTIALITY OF RECORDS:** Please describe the procedure you will follow to maintain the privacy and confidentiality of identifiable research data and records.

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**ADDITIONAL DOCUMENTS:**

**1. Regarding research study to be conducted in environments like schools, hospitals, workplaces or correctional facilities,**

**[ ]** Permission to conduct a research study is granted by the relevant institution (please include the permission/approval letter)

**[ ]** No available letter permitting a research study at the relevant institution (Ethical approval might be granted provided that you secure permission or approval from the institution where you will conduct your study)

**2. Personal and institutional details of researchers apart from the research coordinator.**

**3. Information/documents/questionnaires etc. that might be helpful with the assessment of your application.**

**First/Last Name:**

**Signature:**