

Social Sciences, Humanities, and Administrative Sciences (SOBIB) Ethics Subcommittee

Guidelines for Applications

Ethics applications falling within the scope of SOBIB can be submitted via email to the relevant subcommittee members responsible for the applicant's faculty or department, as well as to the designated institutional contact addresses.

The current list of subcommittee members and their contact information is available on this page.

Ethics applications must be submitted using the application form available on the Research and Publication Ethics Board (BAYEK) website, together with the appropriate informed consent form for the target participants' age group (separate forms are available for participants under 18 and those aged 18 and above).

Application forms can be accessed via the following link: <https://bayek.emu.edu.tr/tr/formlar>

If the research involves data collection procedures such as surveys, interviews, observations, experimental procedures, or similar methods, the final versions of all data collection instruments must be included in the application package. Draft versions of data collection instruments will not be considered for review.

Application forms are expected to be completed and signed by the principal investigator (the first researcher listed on the project). Ethics applications must also be submitted by the principal investigator.

For applications related to thesis or dissertation projects, students are expected to communicate directly with the ethics committee members and to include their supervisor(s) in all email correspondence related to the ethics review process.

For collaborative research projects, the application form must include the full names, contact information, and signatures of all researchers involved in the study.

It is important that ethics applications and related correspondence are prepared using a clear, informative, and professional style. Accordingly, applicants are encouraged to include a brief explanatory message in their initial email, together with an appropriate subject line, describing the nature of the study and the purpose of the application.

To facilitate a more efficient and orderly review process, applicants are strongly encouraged to submit all application documents as a single PDF file whenever possible.

Documents should not be submitted as photographs, screenshots, or similar formats. Application materials must be sent as readable and properly formatted digital documents via email. Applications shared through WhatsApp or similar messaging platforms will not be considered during the review process.

Researchers are expected to use their institutional email addresses in all ethics-related correspondence. In particular, students are strongly encouraged to communicate throughout the application process using the institutional email accounts assigned to them by the university.

Although the SOBIB Ethics Subcommittees strive to review applications as promptly as possible, the review period may vary depending on the nature of the application, the completeness of the submitted materials, and any revisions that may be required.

If the study involves collecting data from individuals, institutions, or communities outside Eastern Mediterranean University (EMU), application files will be forwarded to the Scientific Research and Publication Ethics Board (BAYEK) for final review following approval by the relevant subcommittee. The review and approval period at the BAYEK level may vary depending on the Board's schedule, workload, and the specific characteristics of the application.

For this reason, researchers are strongly advised to submit their ethics applications well in advance of their planned data collection date.