

MARMARA UNIVERSITY

DIRECTIVE OF THE SUSTAINABILITY OFFICE COORDINATORSHIP

PART ONE

Purpose, Scope, Legal Basis and Definitions

Purpose

Article 1 – (1) The purpose of this Directive is to set out the objectives, duties, areas of activity, working principles and procedures, operational framework, and strategic targets of the Sustainability Office Coordinatorship at Marmara University.

Scope

Article 2 – (1) This Directive covers the establishment, functioning, duties, powers, and activities of the Sustainability Office Coordinatorship of Marmara University.

Legal Basis

Article 3 – (1) This Directive has been prepared on the basis of Article 14 of the Higher Education Law No. 2547, the Environment Law No. 2872, Article 12 of the Zero Waste Regulation published in the Official Gazette dated July 12, 2019 and numbered 30829, the relevant articles of the Eleventh Development Plan, the Paris Climate Agreement, and the European Green Deal.

Definitions

Article 4 – (1) The following terms used in this Directive shall have the meanings set out below:

- a) **Unit:** All academic and administrative units of Marmara University
- b) **Advisory Board:** The Advisory Board of the Sustainability Office
- c) **Coordinator:** The Coordinator of the Sustainability Office of Marmara University
- d) **Coordinatorship:** The Sustainability Office Coordinatorship of Marmara University
- e) **Rector:** The Rector of Marmara University
- f) **University:** Marmara University

PART TWO

Objectives and Areas of Activity of the Sustainability Office Coordinatorship

Objectives

Article 5 – (1) The Sustainability Office Coordinatorship aims to determine and implement strategies in line with the University's sustainability policy, to monitor and evaluate activities carried out within the framework of the United Nations Sustainable Development Goals, and to guide University units in order to contribute to the realization of these objectives.

Areas of Activity

Article 6 – (1) The areas of activity of the Sustainability Office Coordinatorship are as follows:

- a. To conduct studies for the implementation of a sustainability approach in line with the University's strategies.
- b. To analyze the University's sustainability-related activities and to develop new strategies.
- c. To assess the University's current position in national and international rankings and to improve its standing in such rankings.

- d. To monitor national and international ranking systems and to provide the required data to relevant institutions.
- e. To monitor the University's carbon footprint and to cooperate with relevant units in order to reduce carbon emissions within the framework of the European Green Deal.
- f. To monitor the use of the University's energy resources and to ensure their efficient use in collaboration with relevant units.
- g. To prepare the University's annual sustainability report.
- h. To develop the University's Climate Action Plan in line with the Paris Agreement, national contributions, the 2053 Net Zero Emission target, the 12th Development Plan, and the outcomes of the Climate Council.
- i. To strengthen environmental, economic, and social sustainability activities in line with the United Nations Sustainable Development Goals through collaboration with University units.
- j. To design, maintain, and update the content of the Sustainability Office website.

PART THREE

Structure, Duties, Powers and Responsibilities of the Sustainability Office Coordinatorship

Structure

Article 7 – (1) The organizational structure of the Sustainability Office Coordinatorship is as follows:

- a. The Sustainability Office Coordinatorship is a unit affiliated with the Rectorate. It consists of the Coordinator, academic and administrative staff, and members of the Advisory Board.
- b. The Coordinator is appointed by the Rector for a term of three (3) years and may be reappointed under the same conditions. The Coordinator is responsible for ensuring the effective execution of the coordinatorship's activities.
- c. The Coordinatorship carries out its activities with the support of its designated staff.
- d. To ensure continuity of activities, the Coordinator may propose at least one (1) academic staff member to be appointed by the Rector as Assistant Coordinator for a term of three (3) years. The mandate of the Assistant Coordinator ends when the Coordinator resigns or upon expiration of the Coordinator's term.
- e. Part-time or volunteer students may also contribute to the activities of the Coordinatorship.

Duties, Powers and Responsibilities of the Coordinator

Article 8 – (1) The duties, powers, and responsibilities of the Coordinator are as follows:

- a. To represent the Sustainability Office Coordinatorship.
- b. To carry out the activities necessary to achieve the objectives of the Coordinatorship.
- c. To manage the administrative affairs of the Coordinatorship.
- d. To prepare work programs in line with the Coordinatorship's areas of activity.
- e. To prepare and submit annual reports on the activities of the Coordinatorship to the Rectorate.
- f. To enhance the University's "Green Campus" objectives and foster collaboration with University units.
- g. To monitor relevant legal, regulatory, and policy developments and ensure alignment with sustainability efforts.

PART FOUR

Duties of the Advisory Board and Administrative Staff of the Sustainability Office Coordinatorship

Advisory Board

Article 9 – (1) The Advisory Board consists of members appointed by the Rector for a term of two (2) years from among University staff with expertise in sustainability-related fields, as well as representatives from public institutions and the private sector. Members may be reappointed upon expiration of their term.

(2) The Advisory Board convenes at least once a year upon the call of the Coordinator. Membership is terminated if a member fails to attend three consecutive meetings.

(3) The duties of the Advisory Board are to review and provide feedback on the annual work plan prepared by the Coordinator, to advise on the following year's program, to propose new areas of study, and to recommend cooperation and joint initiatives with other institutions and organizations when deemed necessary.

Administrative Staff

Article 10 – (1) The duties of the administrative staff of the Coordinatorship are as follows:

- a. To prepare correspondence related to the Coordinatorship and submit it to the Coordinator.
- b. To carry out the tasks assigned by the Coordinator and the Assistant Coordinator.

PART FIVE

Miscellaneous and Final Provisions

Unregulated Matters

Article 11 – (1) In matters not regulated by this Directive, the decisions of the Senate of Marmara University and relevant legislation shall apply.

Enforcement

Article 12 – (1) This Directive shall enter into force on the date of its adoption by the Senate.

Execution

Article 13 – (1) The provisions of this Directive shall be executed by the Rector of Marmara University.