

**MARMARA UNIVERSITY**  
**ADVISORY BOARDS DIRECTIVE**

Senate: December 5, 2017 / 360-8

**Purpose and Scope**

**ARTICLE 1 – (1)** This directive regulates the procedures and principles regarding the establishment of advisory boards within Marmara University and their functioning.

**Definitions**

**ARTICLE 2 – (1)** In this directive;

- a. University: Marmara University
  - b. Rector: Marmara University Rector
  - c. Senate: Marmara University Senate
  - d. Board of Directors: Marmara University Board of Directors
  - e. General Secretariat: Marmara University General Secretariat
  - f. Unit Advisory Board: Advisory boards established within academic units
  - g. Unit: Academic unit within which an advisory board is established
- refers.

**Legal Basis**

**ARTICLE 3 – (1)** The “Regulation on the Establishment of Advisory Boards in Higher Education Institutions” prepared by the Council of Higher Education and published in the Official Gazette dated 08 October 2016 and numbered 29851 and entered into force is the legal basis of this directive.

**Duties of Advisory Boards**

**ARTICLE 4 – (1)** To make recommendations on strengthening communication and cooperation with the business world, supporting scientific research, and increasing the contributions of the university and units to social, cultural and artistic life.

**Principles Regarding the Establishment and Removal of Advisory Boards**

**ARTICLE 5 – (1)** Advisory boards that can be established within Marmara University are as follows:

- a) Marmara University Advisory Board
- b) Unit advisory boards within faculties, institutes, colleges, vocational schools and other academic units

(2) Each advisory board is mentioned together with the name of the relevant academic unit.

(3) The Marmara University Advisory Board is established upon the proposal of the rector and the decision of the senate and, if necessary, is abolished by the same procedure.

(4) The unit advisory board is established upon the proposal of the unit manager, the decision of the unit board and the approval of the senate and, if necessary, is abolished by the same procedure.

### **Principles Regarding the Determination of Advisory Board Members**

**ARTICLE 6 – (1)** The following points are taken into consideration in determining the members of the advisory boards:

- a) The members of the advisory boards are selected from among representatives from the labor market and culture-arts field, public administrators, representatives of non-governmental organizations and professional organizations, faculty members of other universities, retired faculty members of Marmara University, representatives of international organizations or persons with theoretical or practical experience in the field of activity of the university/relevant units, provided that they are from outside the university.
- b) The Marmara University Advisory Board consists of elective and permanent members. The elective members consist of at least 15 people, at least five for social and human sciences, at least three for science and engineering sciences, at least three for health sciences, at least one for sports sciences, at least one for fine arts, and at least two for other fields deemed necessary by the rector. The number of members may be increased by the rector, provided that it complies with this numerical distribution. The members are determined by the rector. The rector, vice rectors and the general secretary are permanent members of the board.
- c) The unit advisory board consists of elective and permanent members. Elective members are at least three and at most eleven people, taking into account the fair representation of sub-units such as the unit's academic field of activity, department, major/main art branch or program. In order to ensure fair representation, groupings can be made between sub-units operating in similar or similar fields. The board members are determined by the unit manager, taking into account the suggestions of the managers of sub-units such as department/major/main art/program etc. The unit manager and his/her assistants are permanent members of the board.
- d) The board members are elected for three years. The member whose term of office has expired may be re-elected using the same procedure. The rector/unit manager may terminate the duties of existing members and elect new members instead. The procedure for the appointment of members shall be followed in the removal of members.
- e) Board membership is honorary.

## **Procedures and Principles Regarding the Operation of Advisory Boards**

**ARTICLE 7 – (1)** The procedures and principles regarding the operation of advisory boards are as follows:

- a) The advisory board shall convene at least twice a year upon the call of the board chair.
- b) The rector is the chair of the Marmara University Advisory Board. The unit manager is also the chair of the advisory board in his/her unit.
- c) In the absence of the board chair, a deputy he/she designates shall preside over the board.
- d) The agenda of the board is prepared by the board chair. The suggestions of the board members shall also be taken into consideration in the preparation of the agenda. The agenda shall be notified to the members electronically at least three working days before the meeting date.
- e) The board shall convene with the majority of the total number of members and shall make decisions with the majority of the participants; no abstentions may be cast. Persons who are not members of the board may be invited to the meeting upon the decision of the board chairman to seek their opinions and their opinions may be heard. However, these persons cannot participate in the voting.
- f) Marmara University The secretarial duty of the site Advisory Board is carried out by the unit authorized by the rector, and the secretarial duty of the unit advisory board is carried out by the relevant unit.
- g) Board decisions are advisory. Board decisions are presented to the senate, the board of directors, the unit board/unit management board members, depending on their relevance, and are discussed in these boards.
- h) The activities of the advisory boards of the units are compiled into a report each year and forwarded to the unit authorized by the rector by the end of October at the latest. The unit in question prepares a general activity report by taking into account the reports received from all other units and forwards it to the Council of Higher Education by the end of December at the latest.

## **Reserved Provisions**

**ARTICLE 8 – (1)** Provisions regarding the advisory boards of application and research centers and academic units that have previously established advisory boards are reserved.

## **Entry into force**

**ARTICLE 9 – (1)** This directive shall enter into force on the date it is approved by the senate.

## **Execution**

**ARTICLE 10 – (1)** The rector shall execute the provisions of this directive.

ENTRY INTO FORCE	
Senate Decision Date	Senate Decision Number
07/03/2017	354-4/C
CHANGES	
Senate Decision Date	Senate Decision Number
05/12/2017	360-8