

MUĞLA SITKI KOÇMAN UNIVERSITY
SUSTAINABLE GREEN CAMPUS COORDINATORSHIP
DIRECTIVE

SECTION ONE

Purpose, Scope, Basis, Definitions and Abbreviations

Purpose

ARTICLE 1 – (1) The purpose of this directive is to regulate the principles and procedures regarding the purpose, fields of activity, working style, duties, powers and responsibilities of the Sustainable Green Campus Coordinatorship which was established so that Muğla Sıtkı Koçman University staff and students can live in a sustainable environment.

Scope

ARTICLE 2 – (1) This Directive covers provisions regarding the formation of the university policies and their implementation concerning matters such as waste, energy, water, and transportation management within the Sustainable Green Campus and the University.

Basis

ARTICLE 3 – (1) This Directive was issued based on 14th article of Higher Education Law number 2547; Article 12 of the Zero Waste Regulation published in the Official Gazette dated 12/07/2019 and numbered 30829, Regulation on Increasing Efficiency in the Use of Energy Resources and Energy, published in the Official Gazette dated 27/10/2011 and numbered 28097 and Energy Performance Regulation in Buildings published in the Official Gazette dated 05/12/2008 and numbered 27075, Green Certificates Regulation for Buildings and Settlements published in the Official Gazette dated 23/12/2017 and numbered 30279 and Article 14 of the Higher Education Law No. 2547.

Definitions and abbreviations

ARTICLE 4 – (1) Terms contained in this Directive are explained as follows:

- a) Academic and Administrative Units (AAU): All academic and administrative units of the university,
- b) Waste: Any substance or material discarded or left to the environment by the producer or the real or legal person that actually owns it, or must be disposed of,
- c) Waste Management Coordinatorship: Muğla Sıtkı Koçman University Waste Management Coordinatorship
- ç) Waste Management Coordinator: Muğla Sıtkı Koçman University Waste Management Coordinator
- d) Waste Generator: The person causing waste generation as a result of their activities and / or any natural and / or legal person who performs pre-treatment, mixing or other operations that will cause a change in the composition or structure of the waste. Personnel engaged in education, research, production and service activities in the AAU),
- e) Ministry: Ministry of Environment and Urbanization,
- f) Campus: University Centre and district settlements and usage areas,
- g) Commission: Muğla Sıtkı Koçman University Sustainable Green Campus Commission,
- ğ) Coordinator: Muğla Sıtkı Koçman University Sustainable Green Campus Coordinator,
- h) Coordinatorship: Muğla Sıtkı Koçman University Sustainable Green Campus Coordinatorship,
- ı) Student: Muğla Sıtkı Koçman University Students,
- i) Rector: Rector of Muğla Sıtkı Koçman University,

- j) Vice Rector: Muğla Sıtkı Koçman University Vice Rector for Sustainable Green Campus Coordination,
k) University: Muğla Sıtkı Koçman University.

SECTION TWO

Purpose and Activity Areas of the Coordinatorship

The purpose of the coordinatorship

ARTICLE 5 – (1) The purpose of the coordinatorship is contributing to the creation and implementation of the University's policies on sustainable green campus, waste, energy, water, transportation management and similar issues for the campus; to carry out studies to plan the university activities in a sustainable way with reduced ecological footprint and the transfer of limited resources to future generations; and To organize activities and events that will increase the environmental awareness of the university staff and students.

Fields of activity of the coordinatorship

ARTICLE 6 – (1) The fields of activity of the coordinatorship are:

- a) To organize sustainability activities on campus.
- b) To carry out awareness activities on campus and to create a sustainable environment; to guide the establishment of water, waste, energy management and transportation policies.
- c) Working in coordination with the University's Waste Management Coordinatorship.
- ç) To increase the awareness of university staff and students about sustainability practices such as, combating and adapting to climate change, waste, energy efficiency, water management and "reduce, reuse, recycle" to support the formation of habits in this regard.
- d) To organize academic activities related to sustainability.
- e) To organize awareness activities with student communities.
- f) To inform the university staff and students about the activities to be carried out for sustainability.
- g) To follow national and international standards on energy, water, transportation, environmental education and environment.

SECTION THREE

Structure, Duties, Authorities and Responsibilities of the Coordinator Coordinator

ARTICLE 7 – (1) Coordinator: She is appointed by the Rector for three years among university lecturers specialized in the fields of environment and sustainability. The expired Coordinator can be re-appointed with the same procedure. (2) The Coordinatorship conducts its activities jointly with the Commission.

(3) The coordinator proposes a person from among the university lecturers to be appointed by the Rector as Deputy Coordinator for three years to assist her in her studies. When the coordinator is not on duty, her assistant acts as proxy. In case the mandate lasts longer than six months, a new Coordinator is appointed with the same procedure. If the term of office of the coordinator expires or leaves her job for any reason, the duty of the Assistant Coordinator ends.

Tasks of the coordinator

ARTICLE 8 - (1) The duties of the coordinator are as follows:

- a) To represent the Coordinatorship.
- b) To form the agenda of the commission and to implement the decisions taken.
- c) To do the necessary work to achieve the goals of the Coordinatorship.
- ç) To present the annual activity report of the Coordinatorship to the Rectorate.

- d) To prepare the next year's work programme in line with the opinion of the Commission regarding the coordination activities.
- e) Supervising the work of part-time and volunteer students working in the coordinatorship and directing them.
- f) To establish and operate the University's waste management policies and working together with the Waste Management Coordinatorship.
- g) Working together with the Waste Management Coordinatorship to contribute to the correct implementation of this Directive and the University's waste management plan and policies.
- ğ) To contribute to the regular and effective work of all units, boards and administrative staff involved in the waste management process.
- h) To carry out information activities in the AAU and to plan training activities related to its field of activity and to submit it to the Rectorate for approval, to organize approved training and seminar activities.
- ı) When necessary, to provide information, technical support and consultancy services to the Rectorate and the AAU on waste and waste management.
- i) To propose to the Rectorate the waste responsible persons to be determined for each building on the campus.
- j) To monitor the changes in the laws and regulations related to his / her field of duty and to work on them.
- k) To work with the Department of Administrative and Financial Affairs and the Department of Construction and Technical Affairs and Waste Management Coordinatorship on the sustainability related issues in the campus when necessary.
- l) To carry out studies for the inventory and documentation processes that will be required within the scope of sustainability studies in coordination with the Administrative and Financial Affairs Department and the Construction Works and Technical Department and waste Management Coordinatorship.
- m) To work in cooperation with the Construction Affairs and Technical Department and other AİB in order to take and implement measures to reduce waste, water and energy consumption.
- n) To make necessary information activities to inform the staff about the University's sustainable green campus policies and practices based on them.
- o) To implement waste management in a way that minimizes the harmful effects of wastes on human health and the environment.
- p) To carry out studies on environmental legislation and laboratory analysis with the Environmental Problems Research and Application Center.

SECTION FOUR

Formation of the Sustainable Green Campus Commission and Working Procedures and Principles Sustainable Green Campus Commission

ARTICLE 9 - (1) The Commission; Under the chairmanship of the coordinator, it consists of at least nine members, including the Deputy Coordinator, the Head of Administrative and Financial Affairs, the Head of the Construction and Technical Department, Waste Management Coordinatorship and five members selected from among the University

academic / administrative staff who are working on the field of duty of the Coordinator or want to contribute voluntarily. The term of office of elected members is three years. Expired members can be re-elected.

(2) The duties of the commission are as follows:

- a) To make decisions regarding the work of the coordinatorship.
- b) To discuss and decide on the proposals of the Coordinator and Commission members.
- c) Establishing project groups and similar sub-units, determining the working principles and making decisions regarding the realization of the Works
- ç) To determine the principles of cooperation for joint work with national and international institutions and organizations, to examine the protocols prepared and to express their opinions.

Meeting

ARTICLE 10 - (1) The commission convenes ordinarily and extraordinarily when necessary at the beginning of each semester.

(2) Meeting quorum is more than half of the total number of members. Decisions are taken by simple majority of those present. Abstaining votes cannot be used in the voting held at the meetings.

(3) Commission meetings are open to all students and interested staff members of the University's environmental and sustainability communities. The commission can also hold a closed session when needed.

ARTICLE 11 - (1) The meeting agenda is prepared by the Coordinator, taking into account the requests from the members of the Commission. Decisions must be taken in the meeting to discuss matters outside the agenda.

Meeting report

ARTICLE 12 - (1) At the end of the meeting, the decisions taken regarding the matters discussed are recorded in a minute signed by all members.

SECTION FIVE

Miscellaneous and Final Provisions

Waste Management

ARTICLE 13 - (1) Waste Producers must comply with the duties and responsibilities specified in the University's Waste Management Coordinator Directive.

Energy Management

ARTICLE 14 - (1) University staff and students are obliged to comply with duties and responsibilities on the subject of "Waste Consumption, Energy Consumption and Management, Water Consumption and Management and Sustainable Transportation" specified in the Sustainable Green Campus Policy document determined by the Senate Decision No. 3 taken at the meeting No. 585 dated 01/10/2020.

Personnel Needs

ARTICLE 16 - (1) The staff requirement of the Coordinatorship is met by the academic and / or administrative staff to be appointed by the Rector in accordance with Article 13 of the Law No. 2547.

(2) In addition to the staff, part-time students and volunteer students can also take part in the coordinatorship.

Cases with no provisions

ARTICLE 17 - (1) In cases where there are no provisions in this Directive, other relevant legislation provisions and the decisions of the Senate and the University Administrative Board are applied.

Force

ARTICLE 18 - (1) This Directive takes effect on the date of its approval by the Senate of Muğla Sıtkı Koçman University.

Executive

ARTICLE 19 - (1) The provisions of this Directive are executed by the Rector of Muğla Sıtkı Koçman University.

Senate Decision Accepting the Directive	
Date	Number
07/04/2021	600/5