

**CYPRUS AYDIN UNIVERSITY**  
**DIRECTIVE ON THE SUSTAINABILITY COORDINATION OFFICE AND**  
**SUSTAINABILITY BOARD**

**SECTION ONE**

**Purpose, Scope, and Definitions**

**Purpose and Scope**

**ARTICLE 1 –**

(1) The purpose of this Directive is to ensure the planning and implementation of the activities carried out by Cyprus Aydın University within the framework of the United Nations Sustainable Development Goals. This Directive covers the provisions regarding the organizational structure, duties, authorities, and responsibilities of the Sustainability Coordination Office and the Sustainability Board, which are intended to operate in collaboration with stakeholders.

**Definitions**

**ARTICLE 2 –**

For the purposes of this Directive:

- a) **Rector** refers to the Rector of Cyprus Aydın University,
- b) **Vice Rector** refers to the relevant Vice Rector of Cyprus Aydın University,
- c) **Sustainability Board** refers to the Sustainability Board of Cyprus Aydın University,
- d) **Sustainability Coordination Office** refers to the Sustainability Coordination Office of Cyprus Aydın University,
- e) **Senate** refers to the Senate of Cyprus Aydın University,
- f) **University** refers to Cyprus Aydın University,
- g) **Senior University Administration** refers to the Board of Trustees, Rector, and Vice Rectors,
- h) **Member** refers to the members of the Sustainability Board appointed by the Senate.

**SECTION TWO**

**Purpose, Principles of Operation, Duties and Responsibilities of the Coordination Office**

**Purpose**

**ARTICLE 3 –**

(1) The purpose of the Coordination Office is to conduct studies for determining the University's sustainability strategies, to prepare action plans and ensure their implementation, to raise individual, societal, and institutional awareness of sustainability, and to contribute to the achievement of sustainable development goals through improvement activities aimed at enhancing the institution's sustainability capacity.

**Duties and Responsibilities**

**ARTICLE 4 –**

(1) The Coordination Office shall be responsible for carrying out the following duties:

- a) To guide the development of the University's sustainability policies and contribute to their implementation,
- b) To conduct studies for the determination, monitoring, and evaluation of sustainability strategies in order to position the University at higher ranks in national and international sustainability-related university rankings,
- c) To ensure coordination among the relevant units of the University operating in the field of

sustainability,

- d) To establish collaborations with stakeholders on sustainability-related matters,
- e) To evaluate the proposals submitted by the Sustainability Board,
- f) To organize training programs for internal and external stakeholders on sustainability.

### **SECTION THREE**

#### **Organizational Structure of the Coordination Office, and the Duties, Authorities and Responsibilities of the Coordinator**

##### **ARTICLE 5 – Organizational Structure of the Coordination Office**

- (1) The Coordination Office operates under the Vice Rector responsible for the relevant field and carries out its activities under the management of a Coordinator and a Deputy Coordinator.
- (2) The Coordination Office works in cooperation with the Sustainability Board.
- (3) Volunteer students may also take part in the Coordination Office at the level of projects, events, or research activities.

Coordinator

##### **ARTICLE 6 –**

- (1) The Coordinator is appointed by the Rector for a term of three (3) years. Upon the expiration of the term, the Coordinator may be reappointed or may be dismissed before the end of the term if deemed necessary.

##### **Duties, Authorities and Responsibilities of the Coordinator**

##### **ARTICLE 7 –**

- (1) The duties of the Coordinator are as follows:
  - a) To represent the Coordination Office both within and outside the institution,
  - b) To plan and implement the activities required to achieve the objectives of the Coordination Office, monitor outcomes, carry out necessary improvements, and submit recommendations to the senior administration,
  - c) To establish a sustainability ecosystem within the University by ensuring coordination among the Coordination Board, relevant sustainability units of the institution, and student clubs,
  - d) To carry out the administrative affairs of the Coordination Office,
  - e) To set the agenda of the Board and evaluate the decisions taken,
  - f) To maintain communication with relevant institutions and organizations within the scope of duties and to develop joint projects,
  - g) To ensure the implementation of the University's sustainability policy by its units,
  - h) To organize activities aligned with the University's sustainability strategies and establish necessary collaborations,
  - i) To monitor and archive all scientific and social activities related to sustainability within the institution,
  - j) To prepare reports, provide information, and submit recommendations to the senior administration when necessary regarding areas of responsibility,
  - k) To coordinate the preparation and updating of the University's Institutional Sustainability Report and the implementation of related action plans.

(2) The Coordinator is accountable to the Rector and the relevant Vice Rector.

(3) In the absence of the Coordinator, the Deputy Coordinator shall act on their behalf. If such acting period exceeds six (6) months, a new Coordinator shall be appointed.

## Deputy Coordinator

### **ARTICLE 8 –**

(1) The Deputy Coordinator is appointed by the Rector for a term of three (3) years. The Deputy Coordinator may be reappointed through the same procedure or dismissed before the end of the term if deemed necessary. Upon the انتهاء of the Coordinator's term, the term of the Deputy Coordinator shall also expire.

## Duties, Authorities and Responsibilities of the Deputy Coordinator

### **ARTICLE 9 –**

(1) The duties of the Deputy Coordinator are as follows:

- a) To perform the duties assigned by the Coordinator and carry out reporting in order to ensure the continuity and efficient functioning of the sustainability ecosystem,
- b) To monitor and coordinate the implementation outcomes of the activities planned by the Coordinator,
- c) To act on behalf of the Coordinator in their absence,
- d) To perform other duties assigned by the Coordinator.

(2) The Deputy Coordinator is accountable to the Coordinator.

## Sustainability Board

### **ARTICLE 10 –**

(1) The Sustainability Board shall be chaired by the relevant Vice Rector appointed by the Rector.

(2) The Sustainability Board consists of academic staff from different disciplines who have relevant expertise in the field, and at least one student and/or, if available, the president of the relevant student club.

(3) Members of the Board are appointed by the Rector.

(4) The term of office of the members is three (3) years; members whose terms expire may be reappointed through the same procedure, or may be replaced before the end of their term if deemed necessary.

(5) In the event that a member leaves for any reason, a new member shall be appointed by the Rector within one (1) month to complete the remaining term.

(6) The membership of those who fail to attend three (3) consecutive Board meetings without a valid excuse, who wish to resign, or who become unable to perform their duties, shall automatically terminate without waiting for the end of their term.

(7) The decisions of the Board are advisory in nature.

### **ARTICLE 11 –**

(1) The Board shall convene at least once a month upon the call of the Chair.

(2) The Board shall convene with an absolute majority, and decisions shall be taken by open voting and by majority vote. In the event of a tie, the vote of the Chair shall be decisive.

## Duties, Authorities and Responsibilities of the Sustainability Board

### **ARTICLE 12 –**

(1) The duties of the Board are as follows:

- a) To provide opinions and recommendations to the Coordination Office regarding the University's sustainability activities,
- b) To offer opinions and recommendations in order to evaluate the activities of the Coordination Office for the improvement of sustainability performance,
- c) To carry out collaborative work, when necessary, concerning the activities of the Coordination Office,
- d) To support the activities of the Coordination Office,
- e) To ensure the preparation of sub-action plans,
- f) To provide opinions and recommendations to the Coordination Office regarding the University's sustainability policies,
- g) To distribute the sustainability-related targets defined in the University's policy documents among Board members and ensure the implementation of action plans in line with these targets,
- h) To work in cooperation with the Coordination Office in the preparation of annual progress reports regarding the targets set in the University's policy documents,
- i) To provide recommendations to the Coordination Office regarding the content of staff and student training programs within the framework of the University's sustainability policies and activities,
- j) To develop and propose projects and activities in the field of sustainability.

## SECTION FOUR

### **Miscellaneous and Final Provisions**

Entry into Force

### **ARTICLE 13 –**

(1) This Directive shall enter into force as of the date it is approved by the University Senate.

Execution

### **ARTICLE 14 –**

(1) The provisions of this Directive shall be executed by the Rector of Cyprus Aydın University.

