

**MARMARA UNIVERSITY**  
**DIRECTIVE OF ADVISORY BOARDS**  
Senate: 7.3.2017 - 354-4/C

**Purpose and Scope**

**ARTICLE 1** - (1) This directive establishes the procedures and principles regarding the establishment of advisory boards within Marmara University and its operation.

**Definitions**

**ARTICLE 2** – (1) In this regulation the following are the referred bodies, and person(s);

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

**Legal Basis**

**ARTICLE 3** - (1) "Regulation on the Establishment of an Advisory Board in Higher Education Institutions", which was prepared by the Council of Higher Education and published in the Official Gazette dated 08 October 2016 and numbered 29851, is the legal basis of this regulation.

**Responsibilities of Advisory Boards**

**ARTICLE 4** – (1) The proposals are for communication and cooperation with the business world, support for scientific research, and proposals for the areas of social and cultural and artistic life of the university and its units.

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

**ARTICLE 5** – (1) Advisory boards that can be formed within the Marmara University are:

- a) Marmara University Advisory Board
  - b) Unit advisory boards within faculties, institutes, vocational schools, vocational colleges and other academic units
- (2) Each advisory board is referred to with the name of the academic unit concerned.
- (3) Marmara University Advisory Board is established with the decision of the rector and the senate, and is revoked with the same procedure when necessary.
- (4) The unit advisory board is established with the proposal of the unit manager, the decision of the unit board and the approval of the senate, and it is revoked with the same procedure when necessary.

**Principles Regarding the Determination of Members of Advisory Boards**

**MADDE 6** – (1) In determining the members of the advisory committees, attention is paid to:

- a) The members of the advisory boards are selected from labor market and culture-art representatives on the condition that they are not members of the university, public administrators, representatives of non-governmental organizations and professional associations, academics of other universities, academics retired from Marmara University, representatives of international organizations or persons who have practical experience in university's /related unit's field of activity.
- b) Marmara University Advisory Board members are composed of a total of 15 members with at least five members from social and human sciences, at least three from science and engineering sciences, at least three from health sciences, at least one from sports sciences and at least one from fine arts and finally at least three members of whom the Rector sees fit for other appropriate areas. The number of members may be changed by the bid of the rector and the decision of the senate, provided that this numerical dispersion is in conformity. Members are determined by the Rector taking into account the recommendations of the administrators of the relevant academic units. The Rector may preside over

the board himself or may appoint one of his/her vice-rectors as president. The academic and administrative staff of the university cannot be appointed as members in the advisory board.

c) The unit advisory committee consists of at least three, at most eleven members, taking into account the fair representation of the subdivisions such as the academic field of activity, department, art major or program. Groupings may be made between sub-units operating in similar or near areas to ensure fair representation. Board members are determined by taking department / art major / department / program etc. into account and by the recommendations of the managers of the sub-units. The chairman of the board is elected by the unit manager from among the faculty members. The unit manager and his / her assistants and other academic and administrative staff in the unit cannot be appointed as members in the advisory board.

d) The chairman and members of the board are elected for three years. A member whose duty period expires can be re-elected by the same procedure. A new member is elected in place of the resigning member. The new member completes the remaining time. When members are removed from the position, the procedure for appointment is followed.

e) Membership of the board is voluntary.

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

**MADDE 7 – (1)** The procedures and principles for the operation of advisory boards are:

a) The Advisory Committee meets at least twice a year on the request of the rector / unit manager according to the call or interest of the chairman.

b) The agenda of the board is prepared by the chairman of the board. The proposal of the members of the board is taken into consideration when preparing the agenda. Requests of the Rector or the unit manager are taken into consideration and discussed first. The agenda shall be communicated electronically to the members at least three business days prior to the meeting date.

c) The board convenes with the majority of the total number of members and makes decisions with the majority of the attendees; abstaining from voting cannot be used. On the decision of the chairman or the request of the majority of the members of the board, persons who are not board members may be invited to the meeting and their opinions may be heard. However, these persons cannot participate in the vote.

d) The Board shall appoint a vice-president and at least one reporter from among its members. The meetings which the president cannot attend are chaired by the vice-chairperson.

e) The secretariat duty of the Marmara University Advisory Board is carried out by the general secretariat, the secretariat duty of the unit advisory board is carried out by the relevant unit.

f) Board decisions have advisory legibility. Decisions of the Board are presented to the members of the Senate, the Board of Directors, the unit board / unit board according to their relevance and discussed in these boards.

g) The activities of the advisory boards of the units are reported annually and forwarded to the General Secretariat by the end of October, the latest. Taking the reports from all units into account, The General Secretariat prepares a general activity report and sends it to the Higher Education Council until the end of December, the latest.

### **Confidential Terms**

**MADDE 8 – (1)** The provisions regarding the application and research centers and the advisory boards of the academic units in which the advisory committee has previously been established are reserved.

### **Enforcement**

**MADDE 9 – (1)** This directive will be enforced on the date of Senate approval.

### **Execution**

**MADDE 10 – (1)** The provisions of this directive are executed by the Rector.

EFFECTIVE DATE	
Senatus Consultum Date	Senatus Consultum Number
07/03/2017	354-4/C
AMENDMENTS	
Senatus Consultum Date	Senatus Consultum Number