Template for Evidence(s)
UI GreenMetric Questionnaire

University   :   Gebze Technical University
Country   :   Turkiye
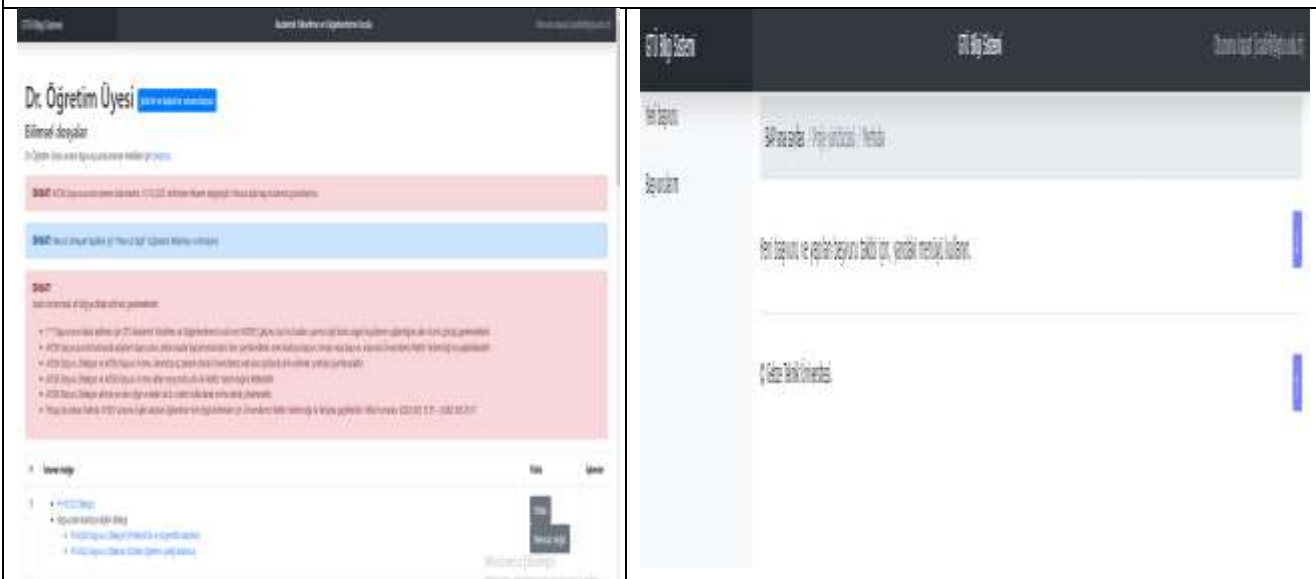Web Address :   www.gtu.edu.tr

[3] Waste (WS)

[3.2] Program to Reduce the Use of Paper and Plastic on Campus

1
EBYS system where administrative and official correspondence is carried out https://ebysgiris.gtu.edu.tr/

2	
Academic Promotions and Evaluation Committee https://kampus.gtu.edu.tr/Login/Index?returnUrl=https://pays.gtu.edu.tr/Home/Index	BAP (Scientific Research Projects) https://www.gtu.edu.tr/kategori/1630/0/display.aspx

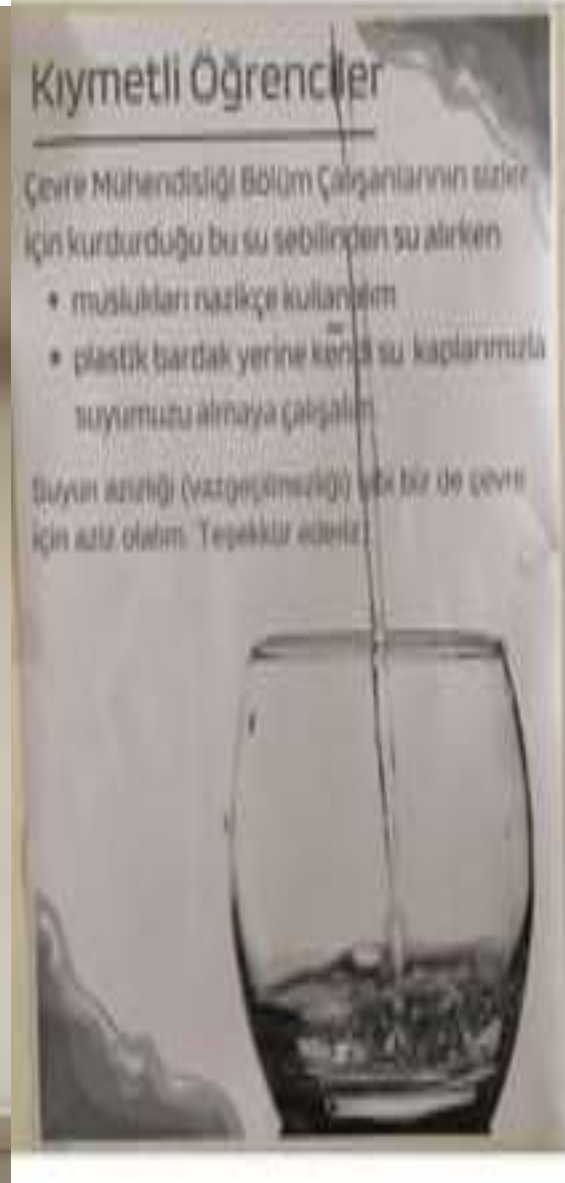|	
Academic Information System https://obs.gtu.edu.tr/oibs/acd/	Student Affairs Information System https://obs.gtu.edu.tr/
Anibal Information System https://abl.gtu.edu.tr/ml/Dogrulama/	
Result Explanation System https://sonucaciklama.gtu.edu.tr/	Personnel Appointment and Promotion System (PAYS)https://kampus.gtu.edu.tr/Login/Index?returnUrl=https://pays.gtu.edu.tr/Home/Index

KULLANICI ADI KISMINA "@gtu.edu.tr" YAZILMAMALIDIR.

KULLANICI ADI VE ŞİFRE GTÜ MAİL BİLGİLERİNİZ İLE AYNIDIR.

Kullanıcı Adı

Parola

Giriş Yap

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Kullanıcı Adı   @gtu.edu.tr

Şifre

Giriş

E-Devlet ile Giriş

GTÜ BİDB © 2023

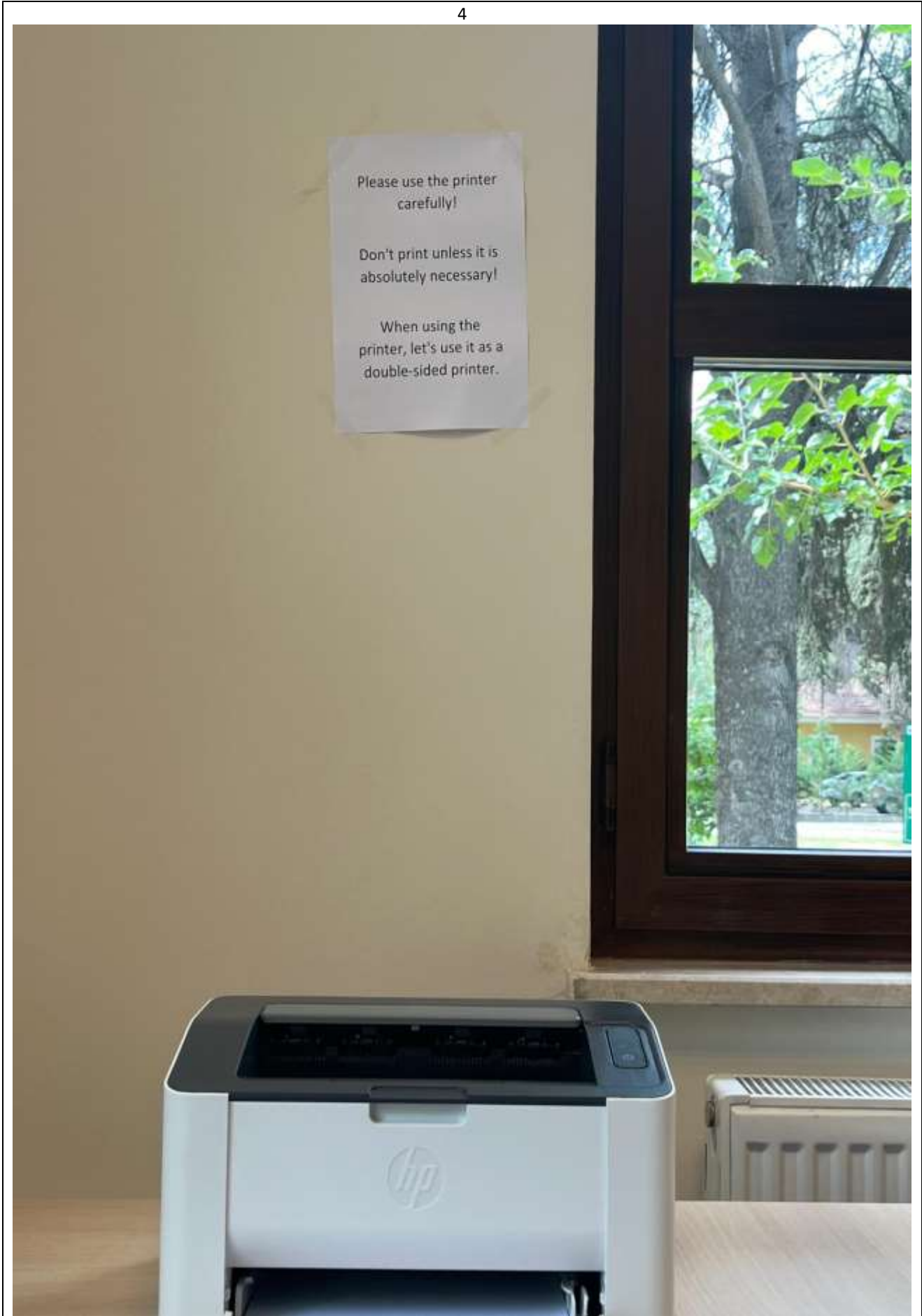| Academic Incentives Management System	Apollo Information System
https://akademiktesvik.gtu.edu.tr/Login/Index?returnUrl=/	http://login.apollo.gtu.edu.tr/tr/Login?return=http%3a%2f%2flogin.apollo.gtu.edu.tr%2f

The online services utilized at GTU

3

Water dispenser at Environmental Engineering department and warning message to reduce plastic usage

Please use the printer
carefully!

Don't print unless it is
absolutely necessary!

When using the
printer, let's use it as a
double-sided printer.

A cautionary note concerning the double-sided printing policy.

"Kağıt Kullanımını Azaltmak İçin 5 İpucu"

1 Ofisinizde veya okulunuzda notları kağıt yerine elektronik ortamda paylaşmak

2 E–imza'yı yaygınlaştırmak ve basılı formlar yerine formları elektronik ortamda göndermek

3 Çıktılar için yazıcınızın desteklediği en düşük kağıt gramajına sahip kağıtları seçmek ve çıktı alırken kağıtları çift taraflı kullanmak

4 Yıkanabilir ve tekrar kullanılabilir ürünlere yönelmek (kagit tabak veya bardak kullanımını azaltmak)

5 Kağıt atıklarınızı çöp yerine mutlaka geri dönüşüm kutularına atmak

GEBZE TECHNICAL UNIVERSITY SUSTAINABILITY OFFICE

Warning Notices by the Sustainability Office

Program to Reduce the Use of Paper and Plastic in GTU Campus (Gebze Technical University, Turkiye)

Description:

1. The EBYS system is used by GTU academic and administrative personnel for the purpose of conducting official correspondence, as well as for the submission of petitions and other related matters. Furthermore, the system enables the signing of documents via e-signature. The implementation of this system has resulted in a notable reduction in paper usage within the institution. In conclusion, the implementation of the EBYS system has resulted in a notable reduction in the use of paper within the institution.

2. GTU employs a range of online systems for various institutional purposes. These systems are accessible to academic, administrative staff and students, according to their designated roles. The primary benefit of these online systems is the reduction of paper and plastic usage. The online systems depicted in the second image are explained below:

   ➢ The Academic Promotions and Evaluation Committee (APEC) system has been developed for faculty appointment and promotion applications. This allows candidates to submit the documents required for the application conditions via e-application. This reduces the use of paper. In the past when this e-application system was not used, the official documents were sent in plastic and paper bag files.

- Applications for project proposals are submitted through the BAP (Scientific Research Projects) system. The referees also can read the projects and send their evaluations via this system.
- Through the Academic Information System, GTU academics carry out activities such as content, grading, announcing grades to students, etc. in relation to the courses they teach. In addition, academics can notify their administrative superiors of their requests and demands through this system. In this way, instead of using paper for official correspondence, they can do it online through this system.
- GTU students can use the Student Affairs Information System to register for courses, add or drop courses, and view grades. In addition, student documents and transcript requests can be made through this system. In this way, official documents are produced in the form of e-documents instead of paper printouts.
- The Anibal Information System enables technical issues encountered by academic and administrative personnel to be conveyed to the relevant administrative units via e-service. This facilitates the formalization of requests, which can be initiated and completed online, obviating the necessity for paper documentation.
- The Result Announcement System is responsible for the dissemination of the results of the examinations undertaken by applicants to the Graduate Teacher Unit (GTU). This process obviates the necessity for official documents to be individually conveyed to all applicants. This process thus circumvents the necessity for the transportation of official documents by cargo while simultaneously reducing the use of paper.
- The Exam Result Announcement System is the designated platform for the announcement of the results to the applicants who have applied for a position at GTU. This process obviates the necessity for the physical carriage of official documents and, concomitantly, reduces dependency on paper.
- Exams are held by GTU at certain periods for the appointment and promotion of administrative personnel. The receipt of the documents required for this exam, the announcement of the results and all announcements regarding the exam are made through the Personnel Appointment and Promotion System (PAYS). Thanks to the implementation of this system, no paper is used in the appointment and promotion process.
- In accordance with the criteria set by YOK (Council of Higher Education of Turkiye), academics at GTU are required to submit a report on their academic activities within one year. Consequently, academics who fulfill the stipulated criteria may be eligible for incentives. Applications for academic incentives and the requisite documentation are to be submitted via the Academic Incentives Management System. This approach therefore serves to reduce the use of paper.
- The Apollo Information System enables academic and administrative staff at GTU to submit a variety of requests. The system enables the aforementioned parties to receive notifications and actions regarding activities determined by GTU in the quality management process. As a consequence of the implementation of this system, the use of paper in official correspondence has been significantly reduced.

In conclusion, the implementation of these systems has resulted in a notable reduction in paper usage at GTU. Furthermore, there has been a concomitant decrease in plastic file usage. The indirect benefit of these systems is that documents no longer require mailing, thereby reducing the number of vehicles that contribute to atmospheric greenhouse gas emissions.

3. The installation of water dispensers in various departments represents a strategy for reducing the sale of plastic bottled water. An illustrative example can be seen in Figure 3. It is recommended that academic, administrative staff, and students use their own cups and bottles instead of plastic cups and bottles bearing a warning message adjacent to the water dispenser. In order to raise awareness on this issue, warning signs are hung on water fountains, which filters tap water, discouraging the use of plastic cups and demijohns and encouraging the careful use of tap water.
4. The GTU has implemented a double-sided printing policy with regard to the utilization of printers. An exemplar of this is illustrated in Visual 4. The objective of this warning note is to enhance awareness among

academic and administrative staff with regard to the appropriate use of printers. All printers used at GTU adhere to a double-sided printing policy. This has the effect of reducing the amount of paper used.

5. The Sustainability Office sends regular notifications to GTU academic and administrative staff as well as students, emphasizing the need to be vigilant in reducing paper use. The purpose of the notifications is to raise awareness of the importance of reducing paper use.