

ISTANBUL AYDIN UNIVERSITY
PSYCHOLOGICAL COUNSELING and GUIDANCE UNIT
INSTRUCTIONS

SECTION ONE

Aim, scope, basis and definitions

Aim

Article 1 - The aim of these instructions is to establish the guidelines for the psychological counseling and guidance services offered at the faculties and schools of İstanbul Aydın University to run within a plan.

Scope

Article 2 – These instructions cover the description, quality, importance, content, and the principles relating to the psychological counseling and guidance services offered at the faculties and schools of İstanbul Aydın University.

Basis

Article 3 - These instructions are based on the decree numbered 124, which concerns the “Administrative Organization of Higher Education Institutes”, of the Higher Education Law numbered 2547

Descriptions

Article 4 - The following terms in the instructions will have the meanings ascribed to them herein:

University: İstanbul Aydın University

Rector’s office: Office of the Rector of İstanbul Aydın University

Unit: The psychological counseling and guidance unit

Chairman of the unit: Chairman of the psychological counseling and guidance unit

Board of Directors: Board of Directors of the psychological counseling and guidance unit

General Assembly: General Assembly of the psychological counseling and guidance unit

Campus: Campuses of İstanbul Aydın University in Florya and Bahçelievler

SECTION TWO

ORGANS AND ADMINISTRATION

Article 5 – The organs of the İstanbul Aydın University Psychological Counseling and Guidance Unit are;

- a) **General Assembly:** The General Assembly consists of a vice-rector assigned by the rector, chairman of the unit, representatives and people in charge of the subordinate units of all the faculties, schools and the conservatory on campus.
- b) **The Chairman and the Vice-Chairmen of the Unit:** One of the faculty members of the General Assembly is assigned as the chairman by the rector. The chairman then assigns a member of the same Assembly as the vice-chairman.
- c) **Campus Representatives:** The campus representatives are the representatives assigned by the representatives of all the faculties, schools and the conservatory on campus from among themselves. They represent the campus in the General Assembly and carry out the task relating to the campus.
- d) **Board of Directors:** The Board of Directors consists of a vice-rector assigned by the rector, the chairman of the Health, Culture and Sports Unit, the chairman of the unit, and the campus representatives.
- e) **Representatives of Faculties, Schools and the conservatory, and the Academic Advisors:** One or more (academic or administrative) voluntary members of the Higher Education Institute carry out the task. They are assigned by the rector. The academic advisors are assigned by the heads of departments as per one for each student.
- f) **Psychological Counseling and Guidance Unit:** The Psychological Counseling and Guidance Unit is commissioned to make sure that Psychological Counseling and Guidance service is offered on all campuses of İstanbul Aydın University within a plan. The service is offered by psychological counselors, psychologists and psychiatrists.

SECTION THREE

Duties and Responsibilities

Duties and Responsibilities of the General Assembly

Article 6 – The Assembly convene at least twice in an academic year. One of these conventions has to take place at the beginning while the other convention has to take place at the end of the academic year. A situational assessment is made in the light of the views of the members.

New strategies are developed to enhance the facilities offered to the students by the university. New projects are developed to meet the emerging needs. Besides, suggestions are made to the Board of Directors for the implementation of these projects.

Duties and Responsibilities of the Chairman

Article 7 – a) The chairman coordinates and supervises the activities of the unit and is responsible to the rector.

b) The chairman of the unit is also the chairman of the Board of the Directors, who is responsible for enforcing or having enforced the decision of the General Assembly and the Board of Directors.

Duties and Responsibilities of the Campus Representatives

Article 8 – The campus Representatives are to serve the students of the higher education institutes located on the campus. The campus unit representatives represent the campus in the Board of Directors. They are responsible for organizing the services offered on the campus they represent. They report the problems they face and look for solutions in cooperation with the offices of the rector and the Board of Directors.

Duties and Responsibilities of the Board of Directors

Article 9 – The Board of Directors convene at least once a month and review and make decisions about the activities and the administration of the unit. Staff needed to fulfill the decisions made is assigned by the Board of Directors.

The decisions of the General Assembly for the assignment of the staff to the subunits and the campus units are reviewed and submitted to the rector by the Board of Directors. Also the working schedule of the unit is determined by the Board of Directors.

Duties and Responsibilities of the Representatives of the Faculties, Schools and the Conservatory, and the Academic Advisors

Article 10 – They interview the students of their own institutes and determine the students who need psychological support. They then forward these students to the Psychological Counseling and Guidance Unit and follow up their progress. They are also responsible for reviewing the applications submitted to them and leading the students to the units that may help them.

Duties and Responsibilities of the Psychological Counseling and Guidance Unit

Article 11 – The unit will interview the students individually or in groups for the personal, emotional, social, professional and family related problems they may have to raise awareness, offer solutions and help them overcome such problems.

It will also encourage the newly enrolled students to join the activities that will make them feel attached to the university.

The unit is also commissioned to forward the cases that cannot be resolved on campus to the off campus services such as hospitals.

Finally, the unit will act as a mentor for such issues as career decisions and job selection.

Effect

Article 12 – These instructions hereby establish the Psychological Counseling and Guidance Unit under the Health, Culture and Sports Unit. They will take effect as off the date they are approved by the Senate of İstanbul Aydın University.

Enforcement

Article 13 – These instructions are enforced by the İstanbul Aydın University rector.