



Document:

EDUCATION PROCEDURE

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1. PURPOSE

The aim of this course is to support the education in line with the internal objectives and corporate values and principles of planning, conducting and evaluating in-service education activities other than academic education for Istanbul Aydın University personnel.

2. CONTENT

It covers all administrative and academic staff and personnel education.

3. DESCRIPTIONS

3.1. Compulsory Education: These are the education determined as a result of cooperation with the departments, they are designed according to the needs of the relevant department and the selected personnel are required to participate in the education.

3.2. Voluntary Education: These are the education that are carried out with the participation of completely voluntary personnel determined according to the needs and desires of the relevant departments or personnel

3.3. External Education: These are the education that will be given by various organizations within or outside the university.

3.4. Internal Education: These are the trainings to be given within the university.

4. APPLICATION

4.1. Basic Approach

4.1.1. Adoption of TS EN ISO 9001, TS ISO/IEC 27001, ISO 10002, ISO 50001, CoHE necessity and EUA standards policies to all staff,

4.1.2. Ensuring the adaptation of personnel to changes, developments and new technologies,

4.1.3. Increasing the knowledge and skills of the personnel in line with quality improvement activities

4.1.4. Raising the awareness of the personnel on the term of productivity and increasing productivity

4.1.5. To help the professional and cultural development of the personnel,

4.1.6. Providing regular and effective in-service education.

4.2. Determination of Education Need

4.2.1. The training needs of the personnel are determined by the department managers in line with the institution's general objectives, strategies, policy and procedures, employee satisfaction survey, improvement measurements results, facility supervision reports, performance and competency evaluation results, new applications in the area of university, needs of the department.

4.2.2. Education requirements are evaluated and forwarded to the Human Resources Department and Personnel Department through **Education Request Form Through software** during every July and August for the following year. Educations are planned in the light of this information.

4.2.3. If there is a demand apart from the education plan during year, it is carried to the Human Resources Department and Personnel Department with "Education Request Form".

4.2.4. This form is submitted to the approval of the Board of Trustees by the Human Resources Department and Personnel Department and if approved, the education is included in the plan.

4.3. Orientation Education

4.3.1. Istanbul Aydın University staff and trainees are given education in line with the orientation education program. The attendance status of the participants during the program is followed by the "**Education Participation Form**" and "**Orientation Form**" and the "**Orientation Form**" is stored in the personal file of each staff member.



- 4.3.2.** The orientation education of the new personnel who started to work in the institution is followed by the Human Resources Department and Personnel Department. They are provided with information about subjects and procedures such as vision, mission, quality policy, organization structure, working order, employee security basic principles, building and accommodation order, emergency management, etc.
- 4.3.3.** All employees receive an orientation education for their job descriptions, responsibilities, and specific assignments when they first start work.
- 4.3.4.** Contracted personnel are included in orientation education and their records are kept.
- 4.3.5.** The content of the orientation program;
- Introduction of the institution
 - Human resources applications
 - Applications of the Units of the Institution
 - Employee security
 - General vocational health and job security rules.

4.4. Orientation Education

- 4.4.1.** These educations are based on the results of performance evaluation, aimed at closing the gap between the targeted and current status of the personnel and they are envisaged by the managers and themselves. All optional education requests can be submitted through "**Education Request Form**", they are integrated with "**Performance Evaluation Form**" where managers can submit their requests.

4.5. External Educations

Participation in domestic/international technical and vocational training programs for all Istanbul Aydın University personnel is determined by the relevant department manager as appropriate and carried out with the approval of the Chairmanship of the Board of Trustees.

4.6. Determination of education need

- 4.6.1.** Annual education need is determined by the Directorate of Human Resources and Directorate of Personnel Department by taking into consideration the scientific analyses sent by Directorate of Human Resources and Directorate of Personnel Department, and Continuing Education Center, "**Education Request Form**" filled by department managers **via software** by basing
- Career development plans and
 - Performance assessment results
 - Talent management studies during the first quarter of each year.

- 4.6.2.** The "**Annual Education Plan**" regarding the education subjects, participants, educators, education dates and times determined are announced to all employees in line with the needs in September. The program is updated in the second half of the year, taking into consideration the new recruits.

- 4.6.3.** In-service theoretical and practical education is provided to all personnel throughout the year. The internal educator of the education that are planned to be organized when the education plan is prepared are determined based on the knowledge, experience and the success of the previous internal educators. It receives education service through education companies for educations that cannot be given by internal educators.

4.7. Literature Search and Selection of Education Programs

- 4.7.1.** If there are people who can provide education within the institution, they are primarily preferred for the education organization. In case the trainer is an employee of the



institution, who can give which training is determined together with the Human Resources Department, Personnel Department, and Continuing Education Center and related managers and monitored under the coordination of Human Resources Department, Personnel Department and Continuing Education Center.

- 4.7.2.** Educators within the institution are determined on the basis of the following criteria.
- They should be knowledgeable about the subjects they will provide education
 - They should be able to transfer their knowledge
 - They should be able to demonstrate competency and flexibility in designing corporate-oriented education.
 - Their resumes
 - Opinions of previous participants about the repeated education
- 4.7.3.** Educators are encouraged to participate in the **"Education of Educators"** program, if necessary.
- 4.7.4.** Human Resources Department and Personnel Department and Continuing Education Center determine the company selection method if it is met by consulting companies. Consultations are made with consulting firms about their education needs and proposals are received,
- 4.7.5.** The following criteria are taken into consideration for the proposals received;
- The content of the education
 - The suitability and effectiveness of the equipment used for this education
 - Method to be followed in education
 - Competence and flexibility of designing corporate oriented educations
 - Backgrounds of the instructors
 - References from other organizations where the education was given before
 - Opinions of previous participants about the repeated educations
 - Cost and duration of the education
- 4.7.6.** It is responsibility of the Relevant Department Manager, Human Resources Directorate, Personnel Department and Continuing Education Center to choose between the incoming training program offers, to request demo training from the trainers when necessary, and to provide the necessary support during the preparation of the training with the accepted consultancy firm.
- 4.8. Organization of the Education Programs**
- 4.8.1.** Adequate time and space is allocated for all personnel to participate in the relevant compulsory and voluntary educations. Date and place information is sent to the participants via e-mail with **"Education Announcement"**.
- 4.8.2.** Participation in education programs is mandatory except in emergencies. The excuse letter for the employees who will not participate in the education is delivered to the Human Resources Department and Personnel Department with the approval of the department managers no later than 3 days before the education. The person is transferred to one of the appropriate programs for education.
- 4.8.3.** Compulsory educations are determined in cooperation with department managers, Human Resources Department and Personnel Department, and Continuing Education Center and are designed in accordance with to the needs of Istanbul Aydın University personnel and the needs of continuous education.
- 4.8.4.** These programs are foreseen as necessary for the staff of Istanbul Aydın University to carry out their studies.
- 4.8.5.** Compulsory educations are provided by in-house educators and include the following topics.
- Orientation



- TS EN ISO 9001:2015, TS ISO/IEC 27001:2013, CoHE necessities and EUA standards
- Emergency management trainings
- Occupational Health and Safety Trainings

4.9. Registration of Education

4.9.1. The participants of the education program must complete and sign the "**Education Participation Form**" at the end of the education. A copy of the form is obtained if the organization providing the education in external education keeps a record.

4.9.2. If the employees have received a document or certificate at the end of the education, a copy of it must be submitted to the Human Resources Department and Personnel Department by the person who has received the education to be included in the "**Employee Personal File**".

4.9.3. The education note presented in the internal and external educations is transmitted to the Human Resources Department and Personnel Department by the relevant employee and institution. Human Resources Department and Personnel Department records and files information such as training presentation, visuals, training documents.

4.9.4. The Human Resources Department and the Personnel Department record each provided education in the "**Education Follow-up Form**" within 1 (one) week after the education date in order to follow the education received by the employees.

4.9.5. Human Resources Department and Personnel Department participate in the education as supervisor when necessary during the realization of the education programs.

4.10. Measurement of Education Results

4.10.1. Human Resources Department and Personnel Department measure whether the participants are satisfied with the education by using "**Education Program Evaluation Form**" in accordance with the type of the program at the end of each education. If records are kept by the education organization in external educations, a copy of the form and a report is taken.

4.10.2. Human Resources Department and Personnel Department produce "**Education Program Evaluation Report**" by analyzing "**Education Program Evaluation Forms**". The report includes to what extent the employee participating in the education benefited from the education, the performance of the educator and other issues.

4.10.3. Learning levels of the participants are measured by applying knowledge-based exams before and after the education according to the content and characteristics of the educations.

4.10.4. A second right is granted to the personnel who receive a score below the threshold score for the educations applied at the end of the exam. It is the responsibility of the Human Resources Department and Personnel Department to report these trainings, to ensure that the exams are read and shared with the relevant managers.

4.10.5. Evaluation is carried out by using performance results and assessment and evaluation forms in order to measure whether the participant can import what he / she has learned.

4.10.6. Education results are reported to the management at the end of the year by the Human Resources Department and Personnel Department.

4.10.7. All education records are kept by Human Resources Department and Personnel Department.

4.11. Education Budget

4.11.1. The education budget of the following year is prepared at the end of each year and shared with the senior management by the Human Resources Department, Personnel Department and Continuing Education Center.

5. RELATED DOCUMENTS

5.1. Education Request Form



- 5.2.** Annual Education Plan
- 5.3.** Education Participation Form
- 5.4.** Education Follow-up Form
- 5.5.** Education Program Evaluation Form
- 5.6.** Education Program Evaluation Report
- 5.7.** Orientation Form
- 5.8.** Performance Evaluation Form