

ISTANBUL AYDIN UNIVERSITY
PSYCHOLOGICAL COUNSELING AND GUIDANCE (PCG)
PRACTICE AND RESEARCH UNIT
IMPLEMENTATION PRINCIPLES

CHAPTER ONE
General Provisions

Purpose

ARTICLE 1 – (1) The purpose of these Implementation Principles is to regulate the procedures and principles regarding the objectives, fields of activity, administrative bodies, the duties of the administrative bodies, and the working method of the Istanbul Aydın University Psychological Counseling and Guidance (PCG) Practice and Research Unit.

Scope

ARTICLE 2 – (1) These Implementation Principles cover the provisions regarding the objectives and fields of activity of the Istanbul Aydın University Psychological Counseling and Guidance Practice and Research Unit, the election of its administrative bodies, and the duties and responsibilities of its administrative bodies.

Legal basis

ARTICLE 3 – (1) These Implementation Principles have been prepared based on subparagraph (a) of Article 4 of the Higher Education Law No. 2547.

Definitions

ARTICLE 4 – (1) In these Implementation Principles:

- a) Academic advisor: the advisor assigned by the faculty or school where the student is registered,
- b) Department Presidency: the Istanbul Aydın University Department of Health, Culture and Sports (HCS) (SKS) Directorate,
- c) General Assembly: the PCG Practice and Research Unit General Assembly,
- ç) Volunteer: specialists, staff and students who support the Unit's services according to the Unit's service scope, competence level and the principle of volunteering, without holding an official duty at the Istanbul Aydın University Psychological Counseling and Guidance Practice and Research Unit,

- d) PCG Practice and Research Unit: the Istanbul Aydın University HCS Directorate Psychological Counseling and Guidance Practice and Research Unit,
 - e) Head of the PCG Practice and Research Unit: the person who is a faculty member of the Guidance and Psychological Counseling Department of the Department of Educational Sciences of the Faculty of Education and who serves as the Chair of the PCG Practice and Research Unit Board,
 - f) PCG Practice and Research Unit Representative: academic advisor faculty members related to the Unit's field of work,
 - g) Rectorate: Istanbul Aydın University Rectorate,
 - ğ) Full-time specialist: tenured personnel consisting of clinical psychologists, psychological counselors and social workers,
 - h) Practicum student: undergraduate, master's or doctoral students of the Guidance and Psychological Counseling, Clinical Psychology, Social Work and Family Counseling programs, who provide services offered in the Unit according to their competence level,
 - ı) University: Istanbul Aydın University,
 - i) Part-time specialist: personnel assigned from outside the University who contribute—without being tenured—according to competence level to services determined within the scope of need at the Istanbul Aydın University PCG Practice and Research Unit,
 - j) Campus: Istanbul Aydın University Bahçelievler and Florya campuses,
 - k) Campus Representative: representatives of the units (faculty, school and conservatory) on the campuses of Istanbul Aydın University,
 - l) Board of Directors: the PCG Practice and Research Unit Board of Directors,
- shall be understood.

CHAPTER TWO

Objectives and Fields of Activity of the Unit

Objectives of the Unit

ARTICLE 5 – (1) The objectives of the Unit are as follows:

- a) To provide psychological counseling services to students experiencing personal adjustment, vocational, developmental or psychological problems requiring professional attention.

- b) To conduct preventive psychoeducational studies so that students gain learning skills that will support them in effectively realizing their educational and life goals.
- c) To provide consultation across the campus, provide social assistance opportunities, and support campus safety in order to support students' healthy growth and development.

Fields of activity of the Unit

ARTICLE 6 – (1) The fields of activity of the Unit are as follows:

- a) To ensure that psychological counseling and guidance services carried out in faculties and schools on campuses affiliated with Istanbul Aydın University are conducted in a planned manner.
- b) In order to improve and maintain students' well-being, to develop awareness and help them cope with their problems by conducting individual psychological counseling and/or group counseling regarding personal, emotional, social, familial and vocational problems they experience.
- c) To provide career counseling services to students who need and apply, so that they can resolve in a healthy manner their educational, vocational and job-choice related problems.
- ç) To develop and implement preventive psychoeducation programs that maximize students' potential so they can benefit from their academic life in line with their developmental needs.
- d) To develop and implement programs aimed at protecting students from risky behaviors and from alcohol, cigarettes, narcotic substances and the like.
- e) To provide opportunities for training and supervision needs of students and staff who support the Unit's activities; and to contribute to the work of professional members in counseling, psychology, social work, mental health and other related fields.
- f) To provide consultation—compatible with confidentiality—to staff of relevant units for the cognitive, emotional and physical health and safety of students on campus; to provide training to persons in these units; and also to provide counseling services to parents, couples, relevant institution staff and other persons related to students.
- g) To conduct orientation studies that facilitate the adaptation of new students to university rules and campus life; to inform students about social support resources, opportunities and conditions; to ensure their participation in activities (clubs and social activities) that will develop their sense of belonging; and to provide social support services to students with disabilities, students in poverty, students coming from outside the province, international students, and children of martyrs.
- ğ) To conduct peer guidance (peer mentoring) studies.

- h) To maintain strong working relations with academic units to support students' social and emotional development on university campuses, and with medical institutions on or off campus for students with medical problems or those needing intensive treatment.
- i) When necessary, to make referrals to internal or external units to ensure mental health support; to obtain support from specialist mental health personnel; and to inform the responsible University authorities.
- i) To organize courses, seminars, conferences, congresses, symposiums and similar activities related to university psychological counseling at national and international levels.
- j) To use mass media and social media to announce all activities to be carried out by the Unit.
- k) To regularly conduct program evaluation studies related to the effectiveness of the Unit and the improvement of the work carried out; to submit the findings to the Rectorate as a report; where possible, to compare these findings with findings of similar institutions; and to present findings for the benefit of national data collection studies.
- l) To maintain the Unit's web page in a user-friendly and accessible manner, and to include information such as contact details, confidentiality policy, crisis and emergency information, and access of students with disabilities to the Unit.
- m) To participate in, support and conduct national and international academic studies related to the work carried out in the Unit.

CHAPTER THREE

Unit Bodies, Their Election and Duties

ARTICLE 7 – (1) Administrative bodies of the Unit and their election

- a) General Assembly: Under the responsibility of a Vice Rector appointed by the Rector, it consists of the HCS Director, the Chair and Deputy Chairs of the Unit Board of Directors, all Faculty/School/Conservatory Campus Representatives on campuses, and sub-unit supervisors. Board members are assigned by the Rector for two (2) years. Members whose term expires may be reappointed. A member who leaves for any reason is replaced by a new member appointed by the same method to complete the remaining term.
- b) Board of Directors: In addition to the Unit Head, it consists of six (6) members appointed by the Rector for three (3) years. One of the members is appointed from among the Deputy Heads of the Unit; one member from among the full-time specialists working in the Unit; one member from among HCS Directorate staff; and three (3) members from among the Unit Representatives. Unit Representatives to be appointed are proposed to the Rector by the General Assembly. Members whose term expires may be reappointed. Members who leave before the end of their term are reappointed by the same method to complete the remaining term.

c) Unit Head and Deputies: The Unit Head is assigned by the Rector for three (3) years. The Head whose term expires may be reappointed.

ç) Two persons from among the University's teaching staff are assigned by the Rector as Deputy Heads for three (3) years, to assist the Unit Head in their work and after taking the opinion of the Unit Head. The Rector may change the Deputy Head by the same method when necessary.

d) When the Head is not on duty, they appoint one of the deputies as acting head. If acting continues for more than six months, a new Head is assigned.

e) Unit Representative: Consists of one or more faculty members assigned by the Rector for two (2) years—proposed by the General Assembly—from among academic advisors whose field is related to the Unit.

f) Campus Representatives: Consists of one or more persons assigned by the Rector for two (2) years—proposed by the General Assembly—from among academic advisors representing the faculty, school and conservatory on the campuses.

ARTICLE 8 – (1) Duties of the General Assembly

a) To meet at least twice, at the beginning and end of each education–training period, under the chairmanship of the relevant Vice Rector.

b) To propose academic advisors to the Rector to be assigned as Unit Representatives.

c) To propose Unit Representatives to the Rector to be assigned as Campus Representatives.

ç) To make a general situation assessment by taking into account the proposals of General Assembly members; to develop strategies to expand services provided to the University's students; and to develop new projects in line with emerging needs and submit proposals to the Board of Directors for implementation.

ARTICLE 9 – (1) Duties of the Board of Directors

a) To meet at least once a month to discuss the agenda to be formed.

b) To discuss and decide on matters related to the activity and management of the Unit.

c) To make the necessary assignments for implementation of the decisions taken.

ç) To determine personnel to be assigned in Sub-Units and on Campuses; to examine the General Assembly proposal on assignment-related matters; and to decide to propose them to the Rectorate for assignment.

d) To regulate the Unit's work program.

ARTICLE 10 – (1) Duties of the Unit Head

a) To be responsible to the Rector for the Unit's work,

- b) The Unit Head is responsible for all Unit employees,
- c) To prepare annual activity reports related to the Unit's work and, after obtaining the opinion of the Board of Directors, to submit them to the Rector via the Secretary General's Office,
- ç) To plan and carry out activities aimed at realizing the Unit's objectives,
- d) To represent the Unit and chair the Board of Directors,
- e) To arrange and approve annual and administrative leaves of Unit staff,
- f) To chair weekly meetings to be organized among Unit staff to enhance the effectiveness of services provided during the education–training year,
- g) To determine, implement and direct all kinds of studies, meetings and activities—primarily scientific studies planned by the Unit; to form working groups; and to guide activities,
- ğ) By obtaining the opinion of the Board of Directors, to establish role definitions (duties, authorities and responsibilities) of full-time specialists working in the Unit,
- h) By obtaining the opinion of the Board of Directors, to direct studies to diversify services provided in the Unit in line with student needs and expectations, increase effectiveness, and carry out future planning,
- i) By obtaining the opinion of the Board of Directors, to develop, implement and evaluate scientific-based strategies to improve the Unit's working standards,
- ı) By obtaining the opinion of the Board of Directors, to plan the Unit's staffing needs according to existing strategies and to notify the Rectorate through the HCS Directorate with justification,
- j) By obtaining the opinion of the Board of Directors, to carry out the selection of full-time specialist candidates to be recruited in the Unit in line with relevant regulations and within the framework of specialist duties/authorities/responsibilities; and to notify the Rectorate—together with the Secretary General's opinion—of the selected candidates,
- k) By obtaining the opinion of the Board of Directors, to determine the number and activity limits of trainees and practicum students working in the Unit,
- l) To determine the agenda of the Board of Directors and implement decisions taken,
- m) To propose to the Rector the assignment of needed scientists, researchers, specialists, educators, administrative and technical personnel from other public or private institutions and organizations outside the University, in required fields,
- n) To propose to the Rector the domestic and international assignment of Unit staff or staff to be assigned for in-service training purposes,
- o) To communicate with relevant persons, institutions and organizations to provide the financial means needed by the Unit.

ARTICLE 11 – (1) Duties of the Deputy Head of the Unit

- a) To act for the Head when necessary.
- b) To assist the Head in coordination tasks.
- c) To conduct all education, training, management and student affairs of the Unit.
- ç) To carry out the duties assigned by the Head.

(2) The Deputy Head is responsible to the Head for the operation of the Unit in line with the Unit's purpose.

ARTICLE 12 – (1) Unit employees and their duties

(1) Full-time specialists in the Unit include: specialist psychological counselor, specialist social worker and clinical psychologist. Unit Representatives work to the extent that their Unit duties and academic work allow.

(2) Among full-time specialists: the Specialist Psychological Counselor must hold an undergraduate degree in psychological counseling and guidance/psychological services in education and a master's degree in the same program. The Specialist Social Worker must hold an undergraduate degree in social work and a master's degree in the same program. The Clinical Psychologist must have at least a master's degree in clinical psychology.

(3) Common duties of full-time specialists:

- a) To inform clients who apply to the Unit and their relatives about the purpose and operation of the unit; to conduct observation, interviews and/or psychological counseling with the client and/or relatives,
- b) To contribute to preventive mental health services,
- c) To take part in organizing and implementing in-service training programs,
- ç) To participate in field studies,
- d) To take part in collecting and evaluating statistical information in research and reviews, and to conduct public-information and anti-labeling/stigma studies.

(4) Duties of the Psychological Counselor: In addition to the duties defined in paragraph (2) of Article 12 of these Principles, they carry out the following:

- a) To provide individual and group psychological counseling.
- b) To develop and implement psychoeducation programs in line with students' needs.
- c) To establish psychological support groups and conduct practices.
- ç) To provide career counseling and career guidance services.

- d) To conduct group-based studies such as trainings, seminars, conferences and workshops.
- e) To administer psychological tests.
- f) To conduct peer guidance studies.
- g) To conduct consultation with relevant parties for the benefit of students.
- ğ) To provide training and supervision services to trainees and practicum students in the PCG Unit.
- h) To conduct program evaluation and research activities.

(5) Duties of the Social Worker: In addition to the duties defined in paragraph (2) of Article 12, they carry out the following:

- a) To evaluate clients' individual, psychological, social and economic needs; to conduct social research and reviews when necessary; and to provide counseling and referrals.
- b) To provide psychosocial support at the level of advocacy, counseling and case management in solving problems such as family and peer-group conflict, communication problems, anger, bullying, violence, addiction, divorce, crime, poverty, neglect, abuse, and adaptation to education; and to conduct individual and group-level studies when necessary.
- c) To provide information to clients to cope with personal and environmental problems; and to conduct individual and group information sessions when needed.
- ç) To work to ensure clients' compliance within the framework of rules and regulations by addressing their educational, social, emotional and financial needs with an advocacy role; to help them meet resources, become empowered and remain active in educational life; and to identify and strengthen internal and external resources.
- d) To carry out work in cooperation with clients' families, other professionals in the Unit and school units in overcoming clients' individual, social, familial and academic problems.
- e) To contribute to research, publication, workshop, seminar and similar activities to be carried out within the Unit.

(6) Duties of the Clinical Psychologist: Performs the duties defined in paragraph (2) of Article 12 and acts within the framework of the duties and role definitions of Clinical Psychologists included in the "Regulation on Job and Duty Definitions of Health Professionals and Other Professionals Working in Health Services" published in the Official Gazette dated 22 May 2014 and numbered 29007.

ARTICLE 13 – (1) Duties of the Unit Representative

- a) To play an active role in identifying students in need of psychological support by conducting necessary interviews with students of their own higher education institution.

b) To refer—within the principle of volunteering—students identified as needing psychological support or requesting support to the Unit, or to assist in their referral.

c) If assigned to the Board of Directors, to attend meetings.

ç) Without disrupting their own work at their higher education institution, to conduct studies with students in accordance with their field of expertise.

ARTICLE 14 – (1) Duties of the Campus Representative

a) To ensure that Unit services are announced on the campus they represent.

b) To refer students who are in need and who are volunteers to Unit officials.

c) To be in communication with academic advisors of the programs on the campus they represent.

ç) To convey problems encountered on the campus they represent to the Board of Directors.

CHAPTER FOUR Miscellaneous and Final Provisions

Personnel need

ARTICLE 15 – (1) The Unit’s academic, technical and administrative personnel needs are met by personnel to be assigned by the Rector pursuant to the relevant articles of the Higher Education Law No. 2547.

Fees

ARTICLE 16 – (1) Services provided to students in the Unit are free of charge.

Expenditures

ARTICLE 17 – (1) All expenditures of the Unit, such as the building, tools-equipment, consumables, in-service training and similar, are covered by the HCS Directorate.

Records to be kept

ARTICLE 18 – (1) In keeping official correspondence and all kinds of records related to the Unit, ledgers, forms, reports, tests and scales are used. All records are kept in a central location and stored in accordance with the University Archive Services Implementation Principles.

Entry into force

ARTICLE 19 – (1) With these Implementation Principles, the Psychological Counseling and Guidance Practice and Research Unit is established within the HCS Directorate. It enters into force as of the date it is adopted by the Istanbul Aydın University Senate.

Execution

ARTICLE 20 – These Implementation Principles are executed by the Rector of Istanbul Aydın University.