

REPUBLIC OF TÜRKİYE
ISTANBUL AYDIN UNIVERSITY
DIRECTIVE ON THE TRAINING OF TRAINERS PROGRAM

CHAPTER ONE

Purpose, Scope, Legal Basis, Definitions and Abbreviations

Article 1 – Purpose and Scope

The purpose of this Directive is to define the training programs to be carried out in order to ensure that the academic staff of the Republic of Türkiye Istanbul Aydın University plans and implements in accordance with the criteria determined to guarantee that up-to-date technological and educational standards accepted in the international higher education area are met; to keep the academic staff's multi-dimensional teaching competence current; and to benefit from these competencies to the maximum extent in education and training processes.

Article 2 – Scope

This Directive covers the duties and working procedures for the implementation of the Training of Trainers Program of at least 32 hours to be carried out at Istanbul Aydın University.

Article 3 – Legal Basis

This Directive has been prepared based on subparagraph (b) of Article 44 of the Higher Education Law No. 2547 dated 4/11/1981; the “Regulation on Higher Education Quality Assurance” published in the Official Gazette dated 23/7/2015 and numbered 29423; and the Directive on Academic Evaluation and Quality Enhancement of the Republic of Türkiye Istanbul Aydın University, which entered into force with the Senate Decision dated 27.12.2007 and numbered 2007-10.

Article 4 – Definitions and Abbreviations

For the purposes of this Directive:

- a) University: Istanbul Aydın University,
- b) Training of Trainers Unit (EEB): the unit responsible for planning, conducting and improving the Training of Trainers Programs at the University,
- c) Training of Trainers Program (EEP): the Training of Trainers Program of at least 32 hours to be delivered within the scope of the Directive on Academic Evaluation and Quality Enhancement of the Senate of the Republic of Türkiye Istanbul Aydın University,
- ç) IAU HR Department (İAÜDB): the University's Human Resources Department,
- d) IAU Continuing Education Center (İAÜSEM): the University's Continuing Education, Application and Research Center,
- e) Participant: the University instructor participating in the EEP,
- f) Module: the learning process that is coherent in itself in order for participants to acquire certain competencies,
- g) Rector: the Rector of the Republic of Türkiye Istanbul Aydın University,

- ğ) Senate: the Senate of the Republic of Türkiye Istanbul Aydın University,
h) UZEMER: the University's Distance Education Application and Research Center,
i) University (IAU): the Republic of Türkiye Istanbul Aydın University.

CHAPTER TWO

Structure and Operation of the Program

Article 5

- (1) The Training of Trainers Program is carried out within the program specified in Annex-1. Considering the number of participants, the program is organized at least once a year before the Fall and/or Spring semesters.
- (2) Participation is mandatory for all faculty members who newly join IAU within the relevant academic year. Staff actively working in IAU academic and administrative cadres may also participate upon request. Faculty members who participate are exempt from attending the program for the following three academic years; however, those who wish to renew themselves professionally may participate upon request.
- (3) Those who document that they have received training with the same content from the Continuing Education Centers of universities or equivalent institutions, and those whose undergraduate education is from a Faculty of Education, may be exempt from the Training of Trainers Program upon request.
- (4) Participants who actively attend the program at a rate of 80% are deemed successful.
- (5) At the end of the training, participants are entitled to receive the Training of Trainers Certificate prepared by İAÜSEM.
- (6) If faculty members whose participation is mandatory do not attend the program without any exemption, the relevant Dean's Office is informed and the legal process is carried out by the relevant Dean's Office.
- (7) Audio-visual materials created so that participants can follow the training of the program modules within the scope of distance education cannot be shared publicly on video sharing sites. Unless otherwise stated, the training recordings of the modules may not be used, copied, reproduced, published, modified, distributed and/or sold without the permission of the University and the relevant instructors.

CHAPTER THREE

Authorities and Responsibilities of Units

Article 6 – Authorities and Responsibilities of Units

- (1) Within the scope of this Directive, the Training of Trainers Unit performs the following duties:
1. Ensures coordination among relevant units (İAÜSEM, UZEMER, İAÜDB) in the conduct of the EEP.
 2. Cooperates with relevant units (İAÜSEM, UZEMER, İAÜDB) in determining the content and scope of the EEP.
- (2) Within the scope of this Directive, İAÜSEM performs the following duties:
1. Accepts applications of participants notified by İAÜDB.

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2. Makes all announcements within the scope of the EEP.
 3. Organizes technical and technological infrastructure services related to the training.
 4. Ensures that the courses of instructors assigned within the training program are delivered; that the course materials they prepare are prepared and published; and that data belonging to participants are shared with instructors involved in the program.
 5. Prepares and delivers the Training of Trainers Certificates to successful participants.
 6. Conducts all secretarial activities of education and training services.
- (3) Within the scope of this Directive, İAÜDB performs the following duties:
1. Prepares the list of participants in coordination with academic units and shares it with İAÜSEM.
 2. Follows the completion of the Training of Trainers Program and submits a report to the Rectorate at the end of each semester including necessary data such as the number of completed trainings and the number of participants.
 3. Requests Training of Trainers Certificates and exemption documents in all academic recruitments and, if the document is not available, directs instructors to İAÜSEM to participate in the EEP.

CHAPTER FOUR
Financial Provisions

Article 7

(1) An additional payment (additional course and additional overtime fee) in the amount determined by the Chairman of the Board of Trustees shall be made to those who contribute to the delivery of the Training of Trainers Program (instructors, administrative staff) in proportion to their contribution.

CHAPTER FIVE
Entry into Force and Execution

Article 8

This Directive enters into force on the date it is approved by the University Senate.

Article 9

The provisions of this Directive shall be executed by the Rector.

ANNEX-1 – TRAINING OF TRAINERS PROGRAM CONTENTS

No.	Content	Duration
1	Introduction to Training of Trainers: Characteristics of a good trainer / Developing trainer identity	3 hours
2	Adult Education: Basic concepts of education / Characteristics of adults / Adult learning theories	3 hours
3	Instructional Design: Basic concepts and processes / Common models / Implementation and evaluation / Classroom management	3 hours
4	Teaching Methods and Techniques: Lecture / Q&A and Discussion / Group Work / Case Analysis / Simulation / Role Play / Creative Drama / Flipped learning	4 hours
5	Effective Communication: Communication models / Communication skills / Stress and conflict management / Body language	
6	Effective Presentation Techniques: Preparing materials / Techniques to increase participation and interest / Time management in training	3 hours
7	Educational Technologies: Learning-teaching-technology relationship / Web 2.0 / VR-AR / AI technologies / Virtual laboratories / Distance	6 hours

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	education technologies	
8	Measurement and Evaluation in Education: Basic concepts / Qualities of measurement tools / Tools used in education / Preparing exam questions / Using checklists and rubrics	4 hours
9	Field-Specific Micro-Teaching Practice: Social Sciences / Science-Engineering Sciences / Health Sciences	6 hours