

Final International University Psychological Counselling and Guidance Centre (PCGC) Regulation

Scope

Article 1 - This Regulation covers the provisions regarding the organisation and activities of the Psychological Counselling and Guidance Centre affiliated to the Rectorate of Final International University and the authorities and responsibilities of the staff.

Definitions

Article 2- In this regulation University refers to Final International University; The Board of Trustees refers to Final International University Board of Trustees; Rector refers to the Rector of Final International University; Centre refers to The Psychological Counselling and Guidance Centre; Director refers to the Director of Psychological Counselling and Guidance Centre; and The Administrative Board refers to the Psychological Counselling and Guidance Centre Administrative Board.

Aim

Article 3 - The aim of the centre is to enable Final International University students; to get to know themselves, to solve their problems, to solve their emotional, social, academic or professional job selection problems, to make realistic and effective decisions, to adapt to university life and to reach their full potential.

Fields of Activity

Article 4 - The Centre carries out the following objectives in line with its aim:

- 1) To provide individual and group psychological counselling and guidance services to all students studying at the university.
- 2) To provide appropriate support to students with low academic success by considering the reasons for their failure,
- 3) To organise short-term courses, seminars, conferences, educational and practical programs that students will participate in on an optional basis during their university studies (for example: adaptation to university life, communication skills, self-confidence, sociability, etc.),
- 4) To apply or provide psychological tests for students when necessary as well as using other measurement tools and techniques,
- 5) To guide students who need or have psychological disorders by working in coordination with mental health or psychiatric services within or outside the university and to carry out monitoring studies of these students,
- 6) To organise in-service training for all staff within the university; on topics such as, communication skills, anger management, characteristics of youths, etc.
- 7) To carry out orientation programs to facilitate the adaptation of new students to the university, to inform students about social support resources, opportunities and conditions.
- 8) To support the decision-making process of students in their career / career choices, to guide them in their choice of profession and job.
- 9) To develop and implement psycho-educational programs aimed at preventing students from the use of dangerous and addictive substances such as alcohol, cigarettes, drugs, etc.,

- 10) To prepare brochures, booklets or similar digital or printed publications on issues related to the centre's field of work.
- 11) Collecting data at regular intervals and in compliance with professional ethical rules in order to determine the needs, expectations and profiles of students.
- 12) To periodically evaluate and report the work of the centre.
- 13) To monitor academic developments related to the field of study of the Centre and to make it applicable in its field of activity,
- 14) To create a field of application, to provide training and supervision support, to provide consultancy to professionals, researchers, and field students working in the relevant fields.
- 15) To establish the centre's archive and library.

Governing Bodies of the Centre

Article 5 - The administrative bodies of the centre are:

- a) Director
- b) Board of Directors

Article 6 - The Director is appointed for 3 (three) years by the Rector from among the University faculty members of the Centre's Guidance and Psychological Counselling or Psychology field. The director whose term has expired may be appointed again.

The Director selects an Assistant Director from among the employees of the Centre to assist with work and submits the candidate to the approval of the Rector. The Assistant Director acts as the deputy Director in the absence of the Director. If the absence of a Director exceeds 6 (six) months a new director is appointed.

Article 7 - The duties, powers and responsibilities of the Director are as follows:

- a) Responsible to the Rector for the activities of the centre.
- b) Organises and supervises the work of the centre and ensures the execution of the programs.
- c) calls the Board of Directors to a meeting, prepares the agenda, directs it and ensures the implementation of the decisions of the Board of Directors.
- d) Submits the centre's annual activity report to the Rector.

Board of Directors

Article 8 - The Board of Directors consists of 4 (four) members recommended by the Director of the Centre and appointed by the Rector. Two of the total 5 (five) members of the Board of Directors are selected from among the faculty members related to the centre's field of study. The Director of the Centre is the Chairman of the Board of Directors. The duty duration of the members of the Board of Directors is 3 (three) years. Members whose term has expired can be re-appointed. New members are appointed to replace those who leave before their term expires. Votes are given openly in the board of directors and decisions are taken by the majority of those attending the meeting. In case of equality of votes, the majority is achieved in the direction of the Director's vote.

Article 9 - The duties of the Board of Directors are as follows:

- a) Determines the duties and responsibilities of the staff working in the centre.
- b) Decides on the annual activity program, research and education projects prepared by the Director of the Centre.
- c) Determines the principles of cooperation with persons, institutions and organisations related to the centre's work field.
- d) Approves the year-end activity report.

Force

Article 10 - This Regulation takes effect as of the date of approval by the Board of Trustees.

Executive

Article 11 - The provisions of this Regulation are executed by the Rectorate of Final International University.