

**UNIVERSITY OF KYRENIA PSYCHOLOGICAL COUNSELING AND
GUIDANCE APPLICATION AND RESEARCH CENTER
(UoK -PCGRC) DIRECTIVE**

PART ONE

Aim , Scope, Basis and Definitions

Aim

ARTICLE 1 - (1) The purpose of this directive is to regulate the activities of the University of Kyrenia Psychological Counselling, Guidance Application and Research Center, the management bodies, the duties and the working method of the administrative bodies.

Scope

ARTICLE 2 - (1) This Directive; covers the provisions regarding the activities of the University of Kyrenia Psychological Counselling, Guidance Application and Research Center, the management bodies, the duties of the management bodies and the way they work.

Basis

ARTICLE 3 - This Directive;

(1) TRNC National Education Law No. 17/1986 "School Guidance and Psychological Counselling Regulation"

(2) TRNC Higher Education Institutions Establishment, Duty, Supervision and Accreditation Law (Law No. 2/1993)

(3) TRNC CONSTITUTION Article 24 (Confidentiality of Personal Life)

(4) TR MEB 14.08.2020 / Issue 31213 Ministry of National Education Guidance and Psychological Counselling Services Regulation.

(5) TR Ministry of National Education Guidance and Psychological Counselling Services Ethics Directive.

Definitions

ARTICLE 4 - (1) In this Regulation;

a) University refers to University of Kyrenia,

a) Center (UoK- PCGRC) refers to University of Kyrenia Psychological Counselling, Guidance Application and Research Center,

c) Rector refers to University of Kyrenia Rector,

d) President refers to President of UoK-PCGRC,

e) Education Advisory Board refers to UoK-PCGRC Education Advisory Board,

f) Working Unit refers to units affiliated with the members of UoK-PCGRC Education Advisory Board,

g) Unit Members refers to students who perform the services provided in the center according to their level of competence, and who receive undergraduate, graduate or doctoral degrees

education on guidance and psychological counselling, psychology or clinical psychology and social services.

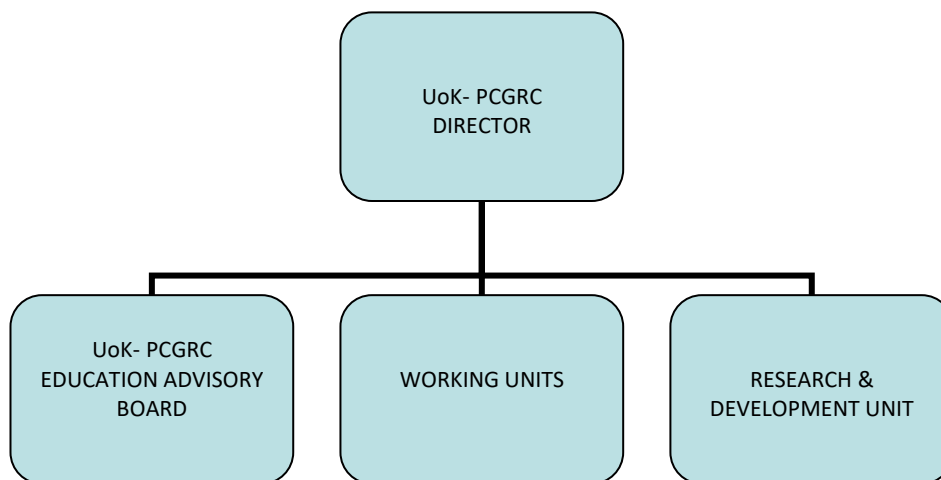


FIGURE 1 UoK- PCGRC ORGANIZATION CHART

PART TWO

Purpose of the Center, Fields of Activity, Management Bodies and Tasks of Experts

ARTICLE 5 - (1) The purpose of the center; to provide psychological counselling and guidance services to enrolled students in associate degree, undergraduate and provide psychological counselling and guidance services to employees of University of Kyrenia in individual, social, educational and professional fields.

(2) The Center carries out the following activities in line with its objectives:

- a) To provide developmental and relationship-oriented individual and group psychological counselling and psychotherapy services in individual, social, educational and professional fields to students studying at associate, undergraduate, graduate and doctoral studies degree.
- b) To provide psychological counselling and guidance services for students to get to know themselves, to solve their family matters, personal, social, and academic failure problems,

help them to make realistic decisions, develop their capacity, adapt to their environment in a healthy and balanced manner and develop.

c) To provide psychological counselling and guidance services to students in need and who apply so that they can solve their educational, professional and choice of profession problems.

d) Providing students with information about social support resources and employment opportunities and guiding them.

e) Carrying out studies to support students to gain interpersonal communication skills.

f) Developing and implementing psychoeducational programs to protect students against risky behaviours (alcohol, smoking, drugs etc.).

g) To apply or provide psychological tests for students when necessary, to use other measurement tools and techniques.

h) To organize all kinds of developmental, preventive, complementary, problem-solving guidance programs within the university.

I) To support crisis intervention and emergency services within the university.

j) Working in coordination with the Psychology and Psychiatry services of Dr. Suat GÜNSEL Hospital located in the university campus, to create a referral mechanism for students with psychological disorders and to carry out monitoring studies for these students.

k) To provide consultancy services to the relevant personal and units within the university, when necessary.

l) To organize orientation programs to facilitate the adaptation of new students to the university.

m) Conducting researches at regular intervals and with the approval of the professional ethics committee in order to determine the needs, expectations and profile of the target group.

n) To provide psychological support, therapy and consultancy services within the center in order to meet the needs and demands of the society.

o) To report by carrying out psychological testing, measurement - evaluation studies.

p) To conduct scientific studies at regular intervals to evaluate the effectiveness of all studies conducted within the center.

q) To plan appropriate training programs in the fields needed to support social development in relation to the working area of the center, to organize national and international courses, seminars, conferences, congresses and certificate programs.

r) To publish all kinds of scientific studies in the center's field of study.

- s) To participate in all kinds of national and international scientific events in the center's field of study.
- t) To create a field of application, to provide training and supervision support, in order to provide consultancy to professionals, researchers and graduate students working in the relevant fields.
- u) To carry out training activities for university staff within the scope of its field of activity when necessary.
- v) To perform other activities within the scope of psychological counselling and guidance services of the university within the framework of scientific and ethical rules.
- w) Providing performance-consulting service to students and academicians to improve their academic performance.
- x) To direct individuals who are affected by trauma / crisis situations and consult to the Counselling and Research Center, to relevant institutions when necessary, to monitor their situation.
- y) Keeping records of individuals affected by trauma / crisis situations in accordance with the ethical rules, especially the principle of confidentiality, and keeping them under lock and key.
- z) To participate in psychological first aid activities on behalf of University of Kyrenia in case of natural disasters and social crisis.

Governing bodies of the center

ARTICLE 6 - (1) The administrative bodies of the center are:

- a) President,
- b) Education Advisory Board
- c) Working Unit
- d) R&D Unit

President and his duties

ARTICLE 7

(1) The President is appointed by the Rectorate for one year among the academic staff of the University related to the field of study of the Center. If there is no academic staff comply with these requirements, one of the expert staff working full time at the Center can be appointed as President. The President whose term of office has expired may be reinstated or dismissed in accordance with the same procedure before the term expires.

(2): The President is responsible to the Rector's Office for the execution and supervision of the Center's fields of activity and for the work of the Center staff, performs the following duties:

a) To present the center's year-end report to the Rectorate.

b) To determine the duties, powers and responsibilities of the full-time, part-time and volunteer expert staff and the students working in the center.

c) To represent the Center and to ensure that the activities of the Center are developed, planned, executed and supervised in accordance with the aim of the Center correspondingly.

d) To ensure that the services offered at the center are diversified, increased and planned in line with the needs and expectations of the students.

e) To cooperate with other relevant person, units, institutions and organizations in diversification and development of the services provided by the center in line with the needs.

f) To determine and carry out joint projects within the framework of cooperation or coordination principles with persons, units, institutions and organizations related to the working area of the center.

g) To develop, implement and evaluate scientifically based projects to improve the working standards of the center.

h) To ensure the scientific competence of psychological counselling and guidance services and to ensure that the administrative structure is appropriate for this scientific development.

I) To support the employees of the center to work in harmony and to develop themselves in academic and professional fields.

j) Participating in all national / international events held in the Center's field of activity and related to the Center's purpose and activities.

k) To organize all meetings within the framework of the annual work program, especially the weekly case and surveillance meetings organized in order to activate the services provided by the center employees during the academic year.

Vice president

ARTICLE 8 - (1) Vice President; Upon the recommendation of the president, an academic staff of the University is appointed by the Rector for a year.

Education advisory board and its duties:

ARTICLE 9 - (1) Education Advisory Board; It consists of academic staff of the University appointed by the Rector upon the recommendation of the President. The term of office of the Education Advisory Board members is one year. A member whose term has expired can be

reinstated. The Education Advisory Board normally holds a meeting once a month. The Chairman makes a call to the Education Advisory Board for an extraordinary meeting whenever he/she deems necessary. In the Education Advisory Board, applications and plans are reviewed and discussed every fifteen days. Decisions are taken by majority vote. In case of equality of votes, a decision is taken in line with the vote of the President. The Education Advisory Board may delegate its powers to the President when necessary.

(2) The duties of the Education Advisory Board are as follows:

- a) To prepare and offer the center's personnel needs, annual report and activity plans.
- b) To take other necessary decisions for the realization of the center's objectives and for the execution of its work.

Working Unit

ARTICLE 10 - (1) It can be established from various units when necessary to carry out studies on the purpose and fields of activity of the center. University of Kyrenia study unit consists of the following departments:

1. Profession / Career Counselling Unit
2. Personal / Social Counselling Unit
3. Psychotherapy Application Unit
4. Psychological First Aid Unit
5. Transfer, Follow-Up and Coordination Unit

R&D Unit

ARTICLE 11- (1) The University of Kyrenia scientific R&D unit carries out its activities in order to make scientific contributions, such as conducting scientific studies within the resources of the University, producing solutions to existing problems, ensuring performance improvement, and improving the sense of belonging on university.

RESPONSIBILITIES OF UoK -PCGRC MEMBERS

ARTICLE 12 - (1) The duties regarding the execution of guidance and psychological counselling services in line with ethical principles are as follows:

a) Within the scope of competence principle;

- 1) Provides services within the limits of competence.
- 2) Follows up-to-date developments in the profession in order to increase professional knowledge, skills and competence and uses professional development opportunities for this purpose.
- 3) Receives supervision when necessary in the matters it needs.

4) It works in cooperation and coordination with the relevant people and institutions, taking into account the well-being and benefits of the individual that receive personal support from the service.

5) In case the individual needs help in the intervention area of the guidance and psychological counselling services or in a specialty area other than the professional competencies of the guidance teacher / psychological counsellor, it directs the individual to experts, institutions and organizations that are more competent.

6) To carry out aid activities in order to direct the individual to the necessary health institution in case of a situation that will occur within the framework of ethical rules.

7) The counsellor / psychological counsellor maintains his/her well-being in order to provide guidance and psychological counselling services in the most effective way. If he/she fails to fulfil his/her duties and responsibilities due to situations that adversely affect his/her well-being, he/she takes the necessary measures.

b) Within the scope of the principle of honesty;

1) Introduces himself / herself correctly and gives accurate information about his / her professional qualifications.

2) He/she gives accurate and reliable information to individuals in the studies he/she performs.

3) Does not direct the student to other institutions or individuals outside to provide financial support to himself/herself or to an acquaintance.

4) He/she carries out his/her activities without providing any financial and / or emotional benefit.

c) Within the principle of confidentiality;

1) The private and confidential information and documents required by the service regarding individuals receiving guidance and psychological counselling services cannot be shared without the consent of the individual, except for the scope of judicial and administrative investigation and if the individual is of legal age the consent of the parent should be taken.

2) If the individual has harmed others or has harmed himself/herself or if there is a such possibility, at the beginning of the individual or group counselling process, the person should be informed that confidentiality principle will not applied and that the information obtained during the counselling process will be shared with the authorities.

3) In cases of abuse, regardless of whether event occurred before, based on the personal statement a report should held and authorities should be informed.

4) Provides the necessary support to reduce the impact of the cases of abuse or suspicion of abuse during the reporting process and afterwards.

5) If the counsellor / psychological counsellor is receiving clinical supervision can share the information about the psychological counselling process with the supervisor, if they obtain

the consent of the individual who is receiving assistance or by hiding the personal information of the person.

6) In case the individual is followed by other mental health professionals or referred to another specialist, the information about the person could be shared after the individual's consent.

7) Written consent of the individual is obtained when recording is requested during the counselling session. Records are kept confidential and need to be destroyed after consultation.

8) The group members are informed about the importance of keeping confidential the topics shared in group activities or group psychological counselling and a written directive is signed about complying with confidentiality.

d) Within the scope of sensitivity principle;

1) He/she treats its clients equally and fairly without discrimination of any kind based on race, language, religion, color, gender, opinion and status.

2) With a lifelong counselling approach, he/she takes into account the age, developmental characteristics and educational attainment of individuals and contributes to their holistic development.

3) He/she takes into account individual and social characteristics and needs in the services he/she provides.

4) Avoids harmful behaviours, practices and attitudes.

5) Avoids any kind of relationship that will affect / disrupt the objectivity of the guidance and psychological counselling services and their benefits for the individual.

6) While providing individual and group counselling services, voluntary participation of individuals is taken as basis. However, in cases where compulsory counselling is provided, such as legal processes, he/she encourages clients to participate in the process.

7) He/she respects the choices and decisions of the individual and his / her family.

8) The counsellor / psychological counsellor is aware of his / her own values and beliefs, and does not try to influence the individual to whom he / she provides help in line with his / her own values and beliefs.

9) In the process of preparing the report regarding the students who are referred to the disciplinary board or the student behaviour evaluation board, the student's developmental period characteristics, emotions, thoughts and behaviours, family structure and social environment are evaluated as a whole. The report does not include any statement about the punishment .

e) Within the scope of the scientific principle;

1) Provides guidance and psychological counselling services on a scientific basis.

- 2) They act in accordance with the specialty certificate in the use of psychological measurement tools.
- 3) They have sufficient knowledge and skills about the validity, reliability, development or adaptation studies and limitations of the psychological measurement tool and for what purposes and how to use this tool and act in accordance with the rules specified in the application instruction of the psychological measurement tool.
- 4) They cannot use psychological measurement tools for which he / she does not have application and evaluation competence and cannot exceed the limits of competence.
- 5) They use psychological measurement tools suitable for individual differences and developmental characteristics such as language and disability.
- 6) They are responsible for the protection of the content of the psychological measurement tool and the confidentiality of its results.
- 7) They give information to the individual about the results of the psychological measurement tool that has applied.
- 8) He / she pays attention to the fact that the techniques of individual recognition they use are valid, reliable and culturally compatible.
- 9) Instead of making a definite judgment about the individual based on the result of a single psychological measurement tool in individual recognition studies, they evaluate the results of other test and non-test techniques together. They seek expert opinions.
- 10) They pay attention that the questions or expressions in the data collection tools to be used in research and projects are ethically appropriate and do not violate the personal rights of the participants.
- 11) If he / she wants to use the data collection tools developed by others or institutions, he / she obtains the necessary permission from the relevant person and institutions or organizations to use the data collection tools.
- 12) Does not share the personal data collected during the research process with any person, institution or organization without the consent of the participants, except for the purpose of research.

f) Under the principle of responsibility;

- 1) They are responsible for providing guidance and psychological counselling services in the most effective way.
- 2) They behave in accordance with ethical principles in all works to be done within the scope of guidance and psychological counselling services.
- 3) They follow the steps of ethical decision-making when there is an ethical dilemma.
- 4) When necessary, they give supervision to the students according to their competence.

- 5) They encourage colleagues to comply with ethical principles.
 - 6) They observe the benefits of the individual and society in the services they provide.
 - 7) They use the interview or counselling process effectively, they do not use this time to talk about or to solve their personal problems.
 - 8) They endeavour to eliminate the obstacles that prevent all students in need from benefiting from the highest level of counselling.
 - 9) Contributes to the professional competence of the students by transferring their knowledge and experiences about their specialization to the intern students under their responsibility.
- (f) If guidance and psychological counselling services are provided remotely using online information technologies when needed, it is ensured that these services are carried out in line with ethical principles and through a reliable corporate network.

PART THREE

Miscellaneous and Final Provisions

Personnel Requirement

ARTICLE 12 - (1) The academic, technical and administrative staff needs of the center are met by the staff to be assigned by the Rectorate.

Spending authority

ARTICLE 13 - (1) The spending authority of the center is subject to the approval of the Rectorate.

ARTICLE 14 - (1) In this Directive, the provisions of the legislation and the decisions of UoK Senate and Board of Directors are applied.

Force

ARTICLE 15 - (1) This Directive takes effect on the date of the approval.

Executive

ARTICLE 16 - (1) The provisions of this Directive is executed by the Rector of University of Kyrenia.