

**UNIVERSITY OF KYRENIA
PSYCHOLOGICAL COUNSELLING AND GUIDANCE APPLICATION AND
RESEARCH CENTRE (GÜ-PDRAM) DIRECTIVE**

PART ONE

Purpose, Scope, Basis and Definitions

Objective

ARTICLE 1 - (1) The purpose of this Directive is to regulate the principles regarding the activities, management organs, duties and working style of the University of Kyrenia Psychological Counselling and Guidance Application and Research Centre.

Scope

ARTICLE 2 - (1) This Directive covers the provisions regarding the activities, governing bodies, duties and working style of the University of Kyrenia Psychological Counselling and Guidance Application and Research Centre.

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, Duties, Supervision and Accreditation Law (Law No. 2/1993)
- (3) TRNC CONSTITUTION Article 24 (Privacy of Private Life)
- (4) TC MEB 14.08.2020/Number 31213 Ministry of National Education Guidance and Psychological Counselling Services Regulation.
- (5) Republic of Turkey Ministry of National Education Guidance and Psychological Counselling Services Ethical Directive.

Definitions

ARTICLE 4 - (1) In this Regulation;

- a) University of Kyrenia,
- b) Centre (GÜ-PDRAM): University of Kyrenia Psychological Counselling and Guidance Application and Research Centre,
- c) Rector: University of Kyrenia Rector,
- ç) President: GÜ-PDRAM President,
- d) Education Advisory Board: GÜ-PDRAM Education Advisory Board,
- e) Working Unit: The working units affiliated to the members of GÜ-PDRAM Education Advisory Board,
- f) Unit Members: Refers to undergraduate, graduate or doctoral students in the fields of guidance and psychological counselling, psychology or clinical psychology and social services who perform the services offered at the Centre according to their level of competence.

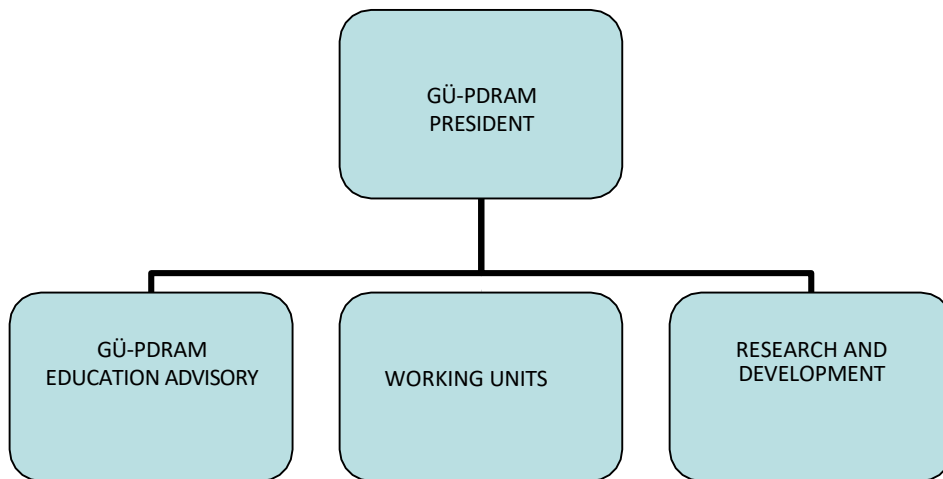


FIGURE 1 GÜ-PRDAM ORGANISATION CHART

PART TWO

Aim of the Centre, Fields of Activity, Governing Bodies and Experts Duties

ARTICLE 5 - (1) The aim of the Centre is to provide psychological counselling and guidance services to students enrolled in associate, undergraduate and postgraduate education programmes at the University of Kyrenia and employees of the University of Kyrenia in individual, social, educational and professional fields.

(2) The Centre 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 associate, undergraduate, graduate and doctoral studies at the university.

b) To provide psychological counselling and guidance services to students in order for students to know themselves, to solve their personal, social, family and academic failure problems, to make realistic decisions, to develop their capacity, to adapt to their environment in a healthy and balanced way and to develop.

c) To provide psychological counselling and guidance services to students who need and apply in order for them to solve their educational, vocational and job selection problems in a healthy way.

d) To provide information and guidance to students about social support resources and employment opportunities.

e) To make studies for students to gain interpersonal communication skills.

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

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

ğ) To organise all kinds of developmental, preventive, complementary, problem-solving guidance programmes within the university.

h) To support crisis intervention and emergency services within the University.

i) To work in coordination with the Psychology and Psychiatry services of Dr. Suat GÜNSEL Hospital, located on the university campus, to establish a referral mechanism for students with psychological disorders and to carry out monitoring activities for these students.

j) To provide consultancy services to the relevant persons and units within the University for the field of study when necessary.

k) To carry out orientation activities to facilitate the adaptation of new students to the university.

l) To conduct research at regular intervals and with the approval of the professional ethics committee in order to determine the needs, expectations and profile of the target audience.

m) To provide psychological support, therapy and counselling services within the Centre in order to meet the needs and demands of the society.

n) Psychological testing, measurement and evaluation studies and reporting.

o) To conduct scientific studies at regular intervals to evaluate the effectiveness of all studies carried out within the Centre.

- o) To plan appropriate training programmes in the areas needed to support social development in relation to the field of study of the Centre, to organise courses, seminars, conferences, congresses and certificate programmes at national and international level.
- ö) To publish all kinds of scientific studies conducted in the field of study of the Centre.
- p) To participate in all kinds of national and international scientific activities in the field of study of the Centre.
- r) To create application areas, to provide training and supervision support, and to provide counselling to professional staff, researchers and graduate students working in related fields.
- s) When necessary, to carry out training activities for university staff within the scope of its field of activity.
- ş) To carry out other activities within the scope of psychological counselling and guidance services of the university within the framework of scientific and ethical rules.
- t) Counselling students and academicians to improve academic performance.
- u) To monitor individuals affected by trauma/crisis situations who apply to the Guidance and Research Centre by directing them to the relevant institutions when necessary.
- ü) Keeping records of individuals affected by trauma/crisis situations in accordance with ethical rules, especially the principle of confidentiality, and keeping them under lock and key.
- v) To take part in psychological first aid activities on behalf of University of Kyrenia during natural disasters and social crises.

Governing bodies of the Centre

ARTICLE 6 - (1) The governing bodies of the Centre are as follows:

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

Chairman and his duties

ARTICLE 7

(1) The President is appointed by the Rectorate for one year from among the academic staff of the University related to the field of study of the Centre. In the absence of a faculty member who meets these conditions, the President may be appointed by the expert staff working full-time at the Centre.

from among the members of the Board of Directors. The President whose term of office expires may be reappointed or may be dismissed by the same procedure before the end of his/her term.

(2) The President, who is responsible to the Rectorate for the execution and supervision of the activities of the Centre in line with its purpose and the work of the Centre staff, performs the following duties:

- a) To submit the year-end work report of the Centre to the Rectorate.
- b) To determine the duties, authorities and responsibilities of full-time, part-time and volunteer expert staff and students working at the Centre.
- c) Representing the Centre and ensuring the development, planning, execution and supervision of the activities of the Centre in coordination and in accordance with the purpose of the Centre.
- ç) To diversify the services offered at the Centre in line with the needs and expectations of the students, to increase their effectiveness and to plan them.
- d) To cooperate with other relevant persons, units, institutions and organisations to diversify and develop the services offered at the Centre in line with the needs.
- e) To determine and carry out joint projects within the framework of cooperation or coordination principles with persons, units, institutions and organisations related to the field of study of the Centre.

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

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

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

h) To participate in all national/international activities in the field of study of the Centre and related to the aims and activities of the Centre.

ı) To organise all meetings, especially the weekly case and supervision meetings held among the Centre staff in order to activate the services they provide during the academic year, within the framework of the annual work programme.

i) To coordinate and execute the weekly work schedules of the employees working at the Centre.

j) To select the candidates for expert staff to be assigned to the Centre in accordance with the provisions of the relevant legislation and to recommend the selected candidates to the Rectorate.

k) To identify volunteer students who will work in the centre.

l) To carry out the planning and implementation of research and education projects in the Centre.

a) To support individual development by providing personal/social/motivational support to students taking part in university student clubs.

Vice President

ARTICLE 8 - (1) The vice-president is appointed by the Rector for one year from among the academic staff of the University upon the proposal of the President.

Education advisory board and its duties

ARTICLE 9 - (1) The Education Advisory Board consists of sufficient members to be appointed by the Rector from among the University faculty members upon the proposal of the President. The term of office of the members of the Education Advisory Board is one year. The member whose term expires can be reappointed. The Education Advisory Board convenes once a month as usual. The Chairman calls the Education Advisory Board for an extraordinary meeting when deemed necessary. Practices and plans are reviewed and discussed every fifteen days in the Education Advisory Board. Decisions are taken by majority of votes. In case of equality of votes, the decision shall be deemed to have been made in favour of the Chairman's vote. The Education Advisory Board may delegate its powers to the Chairman to the extent it deems appropriate.

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

a) To prepare and propose the personnel requirements, annual activity report and activity plans of the Centre.

b) To take other decisions necessary for the realisation of the objectives of the Centre and the execution of its activities.

Labour Unit

ARTICLE 10 - (1) In order to carry out studies on the purpose and fields of activity of the Centre, various units may be formed when necessary. University of Kyrenia study unit is composed of the following departments:

1. Vocational/Career Counselling Unit
2. Personal/social counselling unit
3. Psychotherapy Application Unit
4. Psychological First Aid Unit
5. Referral Tracking and Coordination Unit

R&D Unit

ARTICLE 11- (1) University of Kyrenia Scientific R&D Unit carries out its activities in order to carry out scientific studies within the University resources, to produce solutions to existing problems, to ensure performance improvement, to make scientific contributions such as improving the sense of belonging to the University.

RESPONSIBILITIES OF GÜ-PDRAM MEMBERS

ARTICLE 12 - (1) Duties related to the conduct of guidance and psychological counselling services in line with ethical principles are as follows

a) Under the principle of competence;

- 1) Provides service within the limits of competence.
- 2) Follows the current developments related to the profession in order to increase professional knowledge, skills and competence and uses professional development opportunities for this purpose.
- 3) He/she receives supervision when necessary on the subjects he/she needs.
- 4) It works in co-operation and co-ordination with relevant persons and institutions, taking into account the well-being and benefit of the individual to whom assistance is provided.
- 5) In case the individual needs help in a field of expertise that is outside the intervention area of guidance and psychological counselling services or the professional competencies of the guidance counsellor/psychological counsellor, it directs the individual to more competent specialist persons, institutions and organisations where the individual can get help.
- 6) To carry out assistance activities to direct the individual to the necessary health institution in case of a situation that may occur within the framework of ethical rules.
- 7) Guidance counsellor/psychological counsellor maintains his/her well-being in order to provide guidance and psychological counselling services in the most effective way. They take necessary measures when they have difficulty in fulfilling their duties and responsibilities due to situations that negatively affect their well-being.

c) Under the principle of honesty;

- 1) Introduces himself/herself correctly and gives correct information about his/her professional qualifications.
- 2) Provides accurate and reliable information to individuals in the studies it carries out.
- 3) It does not direct the student to organisations or persons outside the school in order to provide financial support for itself or an acquaintance.
- 4) Carries out its activities without any material and/or immaterial benefit or interest.

ç) Within the scope of the confidentiality principle;

- 1) Information and documents related to individuals benefiting from guidance and psychological counselling services, which are private and confidential, cannot be shared without the permission of the individual, or if the individual is a minor, without the permission of his/her guardian, except within the scope of judicial and administrative investigation.
- 2) At the beginning of the individual or group counselling process, the counsellor informs the individual that the principle of confidentiality will not apply if the individual has harmed or will harm himself/herself or others and that the information obtained during the counselling process will be shared with authorised persons.
- 3) In cases of abuse, based on the declaration of the person, it keeps a record regardless of the time of the incident and notifies the necessary authorities.
- 4) Provides the necessary support to minimise the impact on the individual during and after the reporting process of cases of abuse or suspicion of abuse.
- 5) While receiving supervision, the counsellor/psychological counsellor can share information about the psychological counselling process with the person being supervised, provided that the individual being helped is approved or personal information is kept confidential.
- 6) If the individual is also followed up by other mental health specialists or referred to another specialist, the information of the individual can be shared with the permission of the individual.
- 7) The written permission of the individual is obtained if it is desired to record the counselling session for follow-up purposes. Records are kept confidential and destroyed after counselling.
- 8) Informs the group members about the importance of keeping what is shared in group activities or group counselling within the group and makes them sign a written directive on confidentiality.

d) Under the principle of sensitivity;

- 1) Treats clients equally and fairly without discrimination based on race, language, religion, colour, gender, opinion and status.
- 2) It takes into account the age, developmental characteristics and education levels of individuals with a lifelong guidance approach and contributes to the holistic development of individuals.
- 3) It takes into account individual and social characteristics and needs in the services it provides.
- 4) Avoids behaviours, practices and attitudes that harm the individual.
- 5) Avoids any kind of relationship that may prevent/distort the objectivity and benefit of guidance and psychological counselling services for the individual.
- 6) It is based on the voluntary participation of individuals while providing individual and group counselling services. However, in cases where compulsory psychological counselling services are provided, such as legal processes, it encourages clients to participate in the process.
- 7) 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 he/she provides help to in line with his/her own values and beliefs.

9) In the process of preparing the report on students referred to the disciplinary board or the student behaviour assessment board, the student's developmental period characteristics, the reasons for the student's feelings, thoughts and behaviours, family structure and social environment are evaluated as a whole. The report does not include any statement that the student should or should not be punished.

e) Under the principle of scientificity;

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

2) Acts in accordance with the requirements of the certificate of expertise in the use of psychological measurement tools.

3) Have sufficient knowledge and skills about the validity, reliability, development or adaptation studies, limitations and how to use this tool for which purposes and act in accordance with the rules specified in the application directive of the psychological measurement tool.

4) They cannot use psychological measurement tools that they do not have the competence to apply and evaluate and cannot exceed the limits of their competence.

5) Uses psychological measurement tools appropriate to individual differences and developmental characteristics of the person such as language, disability status.

6) Responsible for the protection of the content of the psychological measurement tool and the confidentiality of the results.

7) Informs the individual about the results of the psychological measurement tool applied

8) To ensure that the individual recognition techniques to be used are valid, reliable and culturally appropriate.

9) Instead of making a definite judgement about the individual according to the results of a single psychological measurement tool in individual recognition studies, it evaluates the results of other tests and non-test techniques together. It refers to expert opinions.

10) Ensures that the questions or statements 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 it wishes to use data collection tools developed by other persons or institutions, it obtains the necessary permission from the relevant person or persons, institution or institutions to use the data collection tools.

12) It does not share the personal data collected during the research process with any person, institution and organisation without the permission of the participants, except for the purpose of the research.

f) Within the scope of the principle of responsibility;

- 1) Responsible for carrying out guidance and psychological counselling services in the most effective way.
 - 2) Acts in accordance with ethical principles in all studies within the scope of guidance and psychological counselling services.
 - 3) Follow the steps of ethical decision-making when it comes to ethical dilemma.
 - 4) When necessary, he/she supervises students to the extent of his/her competence.
 - 5) Encourages colleagues to comply with ethical principles.
 - 6) It considers the benefit of the individual and society in the services it provides.
 - 7) Uses the interview or counselling process effectively, does not use this time to discuss or solve personal problems.
 - 8) Strives to eliminate situations that prevent all students in need from benefiting from counselling at the highest level.
 - 9) Contributes to the professional competence of the students by transferring their knowledge and experience related to their expertise to the intern students under their responsibility.
- (f) In case 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 over a reliable institutional network.

PART THREE

Miscellaneous and Final Provisions

Staffing needs

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

Expenditure Authorisation

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

ARTICLE 14 - (1) The provisions of the legislation and the decisions of the GÜ Senate and the Board of Directors are applied in this Directive.

Enforcement

ARTICLE 15 - (1) This Directive enters into force on 16 December 2020, the date of approval.

Execution

ARTICLE 16 - (1) The provisions of this Directive shall be executed by the Rectorate of University of Kyrenia.