(Senate Resolution dated 25.05.2012 no. 07)

# ATILIM UNIVERSITY

**DIRECTIVE ON STUDENT DEVELOPMENT**

**AND COUNSELING CENTER**

# SECTION ONE

## Purpose, Scope, Basis

**Purpose**

**ARTICLE 1 -** This Directive aims to regulate the principles regarding the purpose, areas of activity, operation and duties of the Student Development and Counseling Center established under the Presidency of Atılım University.

## Scope

**ARTICLE 2** – (1) This Directive provides the provisions on the procedures and principles regarding the objectives, fields of activity, management bodies and their duties, and the methods of operation of the Student Development and Counseling Center.

## Basis

**ARTICLE 3 -** This Directive is prepared on the basis of Article 14 of Higher Education Law dated 4.11.1981 no. 2547.

# SECTION TWO

## Center Objectives, Fields of Activity

**Center objectives**

**ARTICLE 4 -** The Center aims to help the social, emotional, mental and behavioral development of students of Atılım University, and to perform studies in order to help students in adapting to university life, and later, to their lives as adults.

## Fields of activity

**ARTICLE 5** – The fields of activity of the Center are as follows:

1. Preventing the problems that students may encounter throughout their education,
2. Organizing activities that provide students with the skills to cope with problems,
3. Providing psychological support to students with issues,
4. Helping students solve their emotional and social problems, as well as issues with education and job selection,
5. Assisting new-coming students in their adaptation to university life,
6. Helping students discover more of themselves, and make the right decisions,
7. Determining the areas where students require assistance, and executing scales and tests in order to get to know them better,
8. Organizing one-on-one meetings, seminars, conferences, training and group sessions on topics regarding which students require assistance,
9. Providing the necessary training on knowledge and skills that students require on test anxiety, and attention concentration methods, as well as learning techniques and methods.

# SECTION THREE

## Administrative Bodies and their Duties

**Administrative bodies**

**ARTICLE 6 -** The administrative bodies of the Center are the Center Director, and the psychologists and psychological counselors employed at the center.

## Center director

**ARTICLE 7 –** The Director is appointed by the President from among the psychologists employed at the University, for a year. At the end of their term of office, the Director may be re-appointed.

## Duties of the center director

**ARTICLE 8 -** The duties of the Center Director are as follows:

1. Representing the Center,
2. Undertaking the administrative affairs of the Center,
3. Ensuring the regular operation of the Center,
4. Informing the Presidency about personnel procurement requirements at the center, together with the justification,
5. Selecting the personnel to be employed along with other relevant managers,
6. Training, employing and supervising the staff at the Center

## Psychologists and psychological counselors

**ARTICLE 9 -** They report to the Center Director. They fulfill the duties specified in Article 5 of this Directive and other duties assigned to them by the Center Director.

# SECTION FOUR

## Other Issues

**Cases not included in the Directive**

**ARTICLE 10 -** In cases for which there are no provisions in this Directive, the provisions of Law No. 2547, and other relevant legislation shall apply.

## Effective Date

**ARTICLE 11 -** This Directive shall enter into force on the date of publication.

## Execution

**ARTICLE 12 -** This Directive is executed by the President of Atılım University.