

**MARMARA UNIVERSITY PSYCHOLOGICAL COUNSELING AND GUIDANCE
APPLICATION AND RESEARCH CENTER (MARPAM) REGULATION**

**FIRST CHAPTER
Purpose, Scope, Basis, and Definitions**

Purpose and Scope

ARTICLE 1 –

(1) The purpose of this Regulation is to set forth the procedures and principles regarding the objectives, areas of activity, administrative bodies, the duties of these administrative bodies, and the working methods of the Marmara University Psychological Counseling and Guidance Application and Research Center (MARPAM), which is established under Marmara University.

(2) This Regulation covers the provisions related to the objectives, areas of activity, administrative bodies, the duties of these administrative bodies, and the working methods of the Marmara University Psychological Counseling and Guidance Application and Research Center.

Basis

ARTICLE 2 -

(1) This Regulation has been prepared based on subparagraph (2) of paragraph (d) of the first clause of Article 7 and Article 14 of the Higher Education Law No. 2547 dated 4/11/1981.

Definitions

ARTICLE 3 -

(1) The following terms used in this Regulation refer to:

- a) Advisory Board: The Advisory Board of the Center,
- b) Center: Marmara University Psychological Counseling and Guidance Application and Research Center,
- c) Director: The Director of the Center,
- ç) Rector: The Rector of Marmara University,
- d) University: Marmara University,
- e) Board of Directors: The Board of Directors of the Center.

SECOND CHAPTER TWO

Objectives and Areas of Activity of the Center

Objectives of the Center

ARTICLE 4 -

(1) The objectives of the Center are as follows:

- a) Conduct research, applications, consultations, and provide training related to the field of Psychological Counseling and Guidance in cooperation with relevant academic units of the university, both domestically and internationally.
- b) Offer psychological counseling and guidance services to help university students understand themselves, make healthy decisions, develop problem-solving and communication skills, improve their academic performance, maximize their utilization of university resources,

adapt to university life, and support their social, emotional, cognitive, and career development.

Areas of Activity of the Center

ARTICLE 5 -

(1) To achieve the objectives stated in Article 4 of this Regulation, the Center engages in the following activities:

- a)** Conduct and participate in applications, research, and studies related to every aspect of Psychological Counseling and Guidance both domestically and internationally, support ongoing projects, prepare new projects, provide consultations, and offer training.
- b)** Organize courses, seminars, conferences, congresses, symposiums, and similar activities on Psychological Counseling and Guidance at both national and international levels.
- c)** Contribute to students' development by organizing seminars and conferences on scientific, social, and artistic topics.
- d)** Conduct orientation activities for new students at the university, informing them about social support resources, opportunities, and conditions.
- e)** Provide psychological counseling and guidance services to students to help them understand themselves, solve personal, social, familial, and academic problems, make realistic decisions, develop their capacities, adapt healthily and balancedly to their environment, and achieve personal growth and self-fulfillment.
- f)** Offer psychological counseling and guidance services to students who need and request assistance in solving educational, vocational, and career-related problems.
- g)** Provide students with information about social support resources and employment opportunities and guide them accordingly.
- h)** Conduct activities aimed at helping students develop interpersonal communication skills.
- i)** Develop and implement psycho-educational programs aimed at protecting students from risky behaviors (such as alcohol, smoking, drug use, etc.).
- j)** Encourage educational activities that promote the study of Psychological Counseling and Guidance at undergraduate, graduate, and doctoral levels in universities, and support those conducting work in this field.
- k)** Establish a library and archive to monitor developments and publications in the field of Psychological Counseling and Guidance.
- l)** Establish a communication network with national and international organizations working in the field of Psychological Counseling and Guidance.
- m)** Assist in creating public awareness about Psychological Counseling and Guidance.
- n)** Publish works in line with the center's objectives.
- o)** Carry out activities in cooperation with the teaching staff of the Psychological Counseling and Guidance program, based on scientific principles and in accordance with the ethical guidelines of the psychological counseling profession.
- p)** Engage in other activities determined by the Center's Executive Board.

THIRD CHAPTER

Organs and Duties of the Center

Organs of the Center

ARTICLE 6-

(1) The organs of the Center are as follows:

- a) Director,
- b) Executive Board,
- c) Advisory Board.

Director

ARTICLE 7 -

(1) The Director is appointed for a two-year term from among the university's faculty members by the Rector. The Director may be reappointed after the term expires. The Director is responsible to the Rector for ensuring the orderly conduct and development of the Center's activities.

(2) Upon the Director's recommendation, up to two university faculty members may be appointed as Deputy Directors by the Rector for a two-year term. Deputy Directors perform duties assigned by the Director. When the Director's term ends, the Deputy Directors' terms also automatically end. When the Director is absent, one of the Deputy Directors is appointed as the acting Director. If the acting period exceeds six months, a new Director is appointed.

Duties of the Director

ARTICLE 8 -

(1) The duties of the Director are as follows:

- a) Represent the Center,
- b) Ensure the orderly conduct and development of the Center's activities,
- c) Convene the Executive Board, prepare the agenda for these meetings, preside over the meetings, and implement the decisions of the Executive Board,
- d) Prepare the Center's annual activity report and the annual work program for the following year, and submit them to the Rectorate in their approved form,
- e) Convene the Advisory Board for regular and extraordinary meetings.

Executive Board

ARTICLE 9 -

(1) The Executive Board consists of the Director of the Center and a total of seven members, including six faculty members or instructors. Executive Board members are appointed by the Rector for a two-year term. Members whose terms have expired may be reappointed.

(2) The Executive Board meets regularly at least once every two months. The Executive Board meets with a quorum and decisions are made by a majority vote.

Duties of the Executive Board

ARTICLE 10 -

(1) The duties of the Executive Board are as follows:

- a) Make decisions regarding the Center's objectives, areas of activity, and management,
- b) Review and approve the Center's annual activity report and work program,
- c) Make decisions on matters related to research, publication, teaching, and other areas of work,
- d) Determine the scientific working groups and commissions to be established within the Center,
- e) Prepare the Center's long-term scientific and administrative plans and programs and submit them to the Rectorate.

Advisory Board

ARTICLE 11 -

(1) The Advisory Board consists of a maximum of twelve members, selected from among university faculty members working in the Center's areas of activity, as well as representatives from other public or private institutions and organizations, individuals, and experts from abroad, if they so desire. Advisory Board members are appointed by the Rector for a two-year term upon the recommendation of the Director. Members whose terms have expired may be reappointed. If a member leaves the position for any reason, a new member is appointed in the same manner to complete the remaining term.

(2) The Advisory Board meets regularly once a year under the chairmanship of the Director without requiring a quorum. The Director may convene the Advisory Board for an extraordinary meeting if deemed necessary.

Duties of the Advisory Board

ARTICLE 12 -

(1) The Advisory Board is a consultative body, and its duties are as follows:

- a)** Evaluate the Center's long-term scientific activity plans and make recommendations to the Executive Board,
- b)** Provide scientific and administrative advice, experience, and suggestions to the Center in its activities,
- c)** Facilitate communication between the Center and relevant organizations and sectors,
- d)** Make recommendations on other matters brought to the Advisory Board's agenda by the Director and the Executive Board.

FOURTH CHAPTER

FINAL PROVISIONS

Enforcement

ARTICLE 15 -

(1) This Regulation shall enter into force on the date of its publication.

Execution

ARTICLE 16 -

(1) The provisions of this Regulation shall be executed by the Rector of Marmara University.