

## **Turkish Psychological Counseling and Guidance Association**

### **Unit for Evaluation and Accreditation of Psychological Counseling and Guidance Programs (PDR-EPDAB)**

#### **ACCREDITATION OPERATIONAL REGULATIONS**

##### **Article 1: Basis, Purpose and Scope**

- a.** This regulation has been prepared in accordance with Article 5, paragraph r of the "Turkish Psychological Counseling and Guidance Association" Bylaw.
- b.** The purpose of this regulation is to determine the basic principles and rules in the accreditation decision process of the Unit for Evaluation and Accreditation of Psychological Counseling and Guidance Programs, which operates as an independent unit under the auspices of the Turkish Psychological Counseling and Guidance Association, and to regulate the essentials.
- c.** The Accreditation Operational Regulations cover provisions regarding the formation, duties, and responsibilities of the Unit for Evaluation and Accreditation of Psychological Counseling and Guidance Programs, the Accreditation Supreme Board, and Evaluation Teams, as well as the functioning of the accreditation process.
- d.** This regulation also covers identifying programs that meet minimum evaluation criteria to inform the society, students, prospective students, student counselors, parents, educational institutions, professional organizations, potential employers, and government institutions.

##### **Article 2: Definitions and Abbreviations**

In this regulation:

- a. Unit for Evaluation and Accreditation of Psychological Counseling and Guidance Programs (PDR-EPDAB):** Refers to the unit carrying out the accreditation processes of counselor education programs,
- b. Accreditation Supreme Board (AÜK):** Refers to the supreme board responsible for carrying out and auditing the accreditation process of undergraduate programs related to counselor education, which is independent of the Turkish Psychological Counseling and Guidance Association Headquarters Board of Directors in its decisions and operations,
- c. Turkish Psychological Counseling and Guidance Association (Turkish PDR Association):** Refers to the Association under which the Unit for Evaluation and Accreditation of Psychological Counseling and Guidance Programs, which acts independently in terms of organizational structure, operational processes, and responsibility for official results, carries out its accreditation activities,
- d. Counselor Education (PDE):** Refers to the education provided in higher education programs where counselor education is given under names such as psychological counseling

and guidance, guidance and psychological counseling, counselor education, or psychological services in education,

**e. PDR:** Refers to psychological counseling and guidance or guidance and psychological counseling,

**f. ÖDR:** Refers to the **Self-Study Report** to be prepared by psychological counseling and guidance programs,

**g. PDH:** Refers to the **Program Evaluator Pool**,

**h. EFDEK:** Refers to the **Education Faculty Deans Council**,

**i. DT:** Refers to the **Evaluation Team**,

**j. PDE-SBGK:** Refers to the **Counselor Education Standards Determination and Update Commission**, and

**k. DEK:** Refers to the **Advisory and Training Commission**.

### **Article 3: Unit for Evaluation and Accreditation of Psychological Counseling and Guidance Programs Accreditation Supreme Board**

#### **3.1. Duties, Powers, and Responsibilities of PDR-EPDAB AÜK**

1. PDR-EPDAB AÜK operates as an independent unit from the Turkish PDR Association Headquarters Board of Directors regarding its decisions, operational process, and budget management.
2. In accordance with PDR-EPDAB purposes, to formulate suggestions regarding collaborations with national and international organizations, and to plan and execute such activities.
  - a. PDR-EPDAB AÜK organizes and implements a detailed program for the accreditation of psychological counseling and guidance education undergraduate and postgraduate programs recognized by YÖK (Council of Higher Education) in Turkey and the Turkish Republic of Northern Cyprus, and takes accreditation decisions.
  - b. The accreditation of counselor education programs by PDR-EPDAB is based on voluntariness; PDR-EPDAB AÜK conducts the accreditation process only for counselor education programs that apply.
  - c. It determines the program evaluation teams to serve during program evaluations and the program evaluators, co-evaluators, team chairs, and co-chairs to serve in these teams.
  - d. It determines program evaluator and student evaluator candidates.
  - e. It determines the general evaluation and interim evaluation fees for accreditation and announces them on the PDR-EPDAB website.
  - f. It sends a reminder letter to programs whose accreditation period will expire by PDR-EPDAB AÜK, one year before the expiration date.

### **3.2. Purposes and Membership of PDR-EPDAB**

1. PDR-EPDAB is the unit that ensures the necessary coordination in line with this Regulation and national quality standards in the program accreditation decision process, and carries out activities for the implementation of AÜK decisions, pursuant to Article 5, paragraph r of the Turkish PDR Association Bylaw, Working Subjects and Forms of the Association.
2. PDR-EPDAB was established to bring national quality standards to counselor education in Turkey and to ensure the development of these standards. For this purpose, it realizes the following objectives:
3. To carry out activities for the development and improvement of counselor education programs.
4. To ensure that the entire public is informed by ensuring the announcement of programs granted accreditation decisions in line with the standards developed in accordance with the standards of counselor education.
5. To carry out works regarding the preparation, amendment, updating, and cancellation of regulations, directives, criteria or standards, and manuals in cooperation with AÜK, and to announce updates to the public.
6. To form commissions, committees, working groups, and advisory boards to serve in PDR-EPDAB fields of activity and to determine their operational principles.
7. PDR-EPDAB engages in initiating and maintaining communication and cooperation with national (Higher Education Quality Council) and international (European Quality Assurance Register for Higher Education - EQAR) accreditation bodies in order for itself to be accredited as an agency accrediting counselor education.

### **3.3. Membership**

1. There is no limitation on the number of PDR-EPDAB members. Members consist of board and commission members in the Unit, representatives of accredited counselor education programs, psychological counselors specialized in quality management / accreditation issues, and psychological counselors working in the field.
2. The selection of unit members working in the field and/or specialized in quality management and accreditation issues, and member selections in PDR-EPDAB boards, commissions, committees, or working groups are made by AÜK.

### **3.4. Structure, Establishment of AÜK and Selection of Members**

1. AÜK is the supreme board that conducts the program accreditation process, audits it, and makes the final decision in line with the provisions of this Regulation and national standards of counselor education. AÜK consists of 15 principal members and 5 substitute members. The numerical distribution and characteristics of principal members are as follows:
  - a. 8 (eight) faculty members appointed by AÜK, who are working in or retired from accredited departments where counselor education is provided, hold a bachelor's or doctoral degree in the field of psychological counseling and guidance education, have the title of professor or associate professor, and are experienced in counselor education, supervision, and accreditation,

**b.** 1 (one) psychological counselor member appointed by AÜK, who has at least 10 years of work experience in one of the psychological counseling specialization branches (such as addiction counseling, marriage, couple and family counseling, career counseling, clinical mental health counseling, school counseling, rehabilitation counseling) to represent psychological counselors working in private or official institutions and organizations,

**c.** 1 (one) psychological counselor member appointed by AÜK, if proposed by the Ministry of National Education,

**d.** 1 (one) psychological counselor member appointed by AÜK, representing public institutions and organizations related to the education and employment of psychological counselors (Ministry of Justice, Ministry of Family and Social Policies, Ministry of Labor and Social Security, Ministry of Health, etc.), if proposed by these institutions and organizations,

**e.** 1 (one) expert member appointed by AÜK, representing the Science Academy, Turkish Academy of Sciences (TÜBA), YÖK Quality Council, or Turkish Standards Institute (TSE), if proposed by these institutions and organizations,

**f.** Representing the Turkish PDR Association, 1 (one) member proposed by the Headquarters Board of Directors who a) has the authority to represent the Headquarters Board of Directors or b) has been a member of the Turkish PDR Association for at least ten years and is appointed by AÜK,

**g.** Representing students receiving counselor education at the undergraduate level, 1 (one) student member studying in the third or fourth grades or in postgraduate programs, proposed by the Psychological Counseling and Guidance Student Council (PDOK), and appointed by AÜK,

**h.** 1 (one) community representative member determined by AÜK.

## **2. Substitute members:**

**a.** Three of the substitute members consist of faculty members defined in Article 1.a,

**b.** Two consist of psychological counselors defined in Article 1.b.

3. AÜK members determine the chair, vice-chair, secretary, and financial secretary among themselves at their first meeting. The AÜK Chair is responsible for ensuring communication with other commissions and working groups and managing AÜK meetings. The AÜK secretary is responsible for keeping meeting minutes.
4. One person cannot carry out the duty of dean of the faculty of education and AÜK membership at the same time.
5. There is 1 representative member from the Turkish PDR Association Headquarters Board of Directors.

## **3.5. Term of Office of AÜK Members, Resignation from Membership, and Re-determination of Members**

1. The term of office of AÜK members starts in January.

2. The term of office of AÜK members is 3 (three) years. These terms of office cannot be extended.
3. AÜK members can serve for a maximum of 3 (three) terms and 9 (nine) years.
4. The chair whose term expires becomes the previous chair and hands over the duty to the vice-chair. The Chair whose term expires cannot be elected as chair or vice-chair again. The previous chair serves as an AÜK member for 3 (three) more years. The AÜK vice-chair becomes the chair of the next term. In case the vice-chair does not accept the chairmanship duty, an election is held among AÜK members for the new chair and new vice-chair.
5. In case the vacated duty is the chairmanship, a new election is not held; the vice-chair takes over the chairmanship duty for the remaining time. In this case, a new vice-chair is elected by AÜK members.

**a.** In case the vacated duty is the vice-chairmanship, an election is held only for the vice-chairmanship.

**b.** In case the vacated duty is the unit secretary and financial affairs secretary, a unit secretary and financial affairs secretary are elected upon the proposal of the chair.

**c.** If the vacated duty is membership, suitable substitute members are determined if any; if not, members deemed suitable by AÜK are determined.

6. Calls for candidates are made from the website 3 (three) months before the expiration of the members' term of office and throughout October. AÜK selects the academician members who will serve in the next term among the candidates applying in this process. In case all AÜK members change at the end of two years, the AÜK chair works in coordination with the next board chair for at least six months.
7. If there are not enough applications for AÜK academician membership as a result of the call, new members are selected in line with the recommendations of existing AÜK members. In this selection process, representation of universities in different statuses (state or foundation) and in different regions is taken into consideration. More than one academician from the same university cannot serve in the same term. Selected members must have the title of professor or associate professor; priority may be given to faculty members of accredited programs.
8. In case members other than faculty members and psychological counselors working in private or official institutions and organizations leave, memberships remain vacant until the end of the calendar year. New members are determined pursuant to Article 3.5 Paragraph 6 to serve starting from the beginning of the following calendar year for vacant memberships.

### **3.6. AÜK Meetings and Operational Principles**

1. The AÜK Chair is responsible for AÜK activities and functioning. The AÜK vice-chair carries out the functioning of AÜK on behalf of the chair in cases where the chair is absent.
2. AÜK holds at least 2 (two) ordinary meetings each year. The AÜK meeting call is notified to members via e-mail by the AÜK chair at least 2 (two) weeks in advance along with the agenda.
3. AÜK members must attend board meetings in person and cannot send representatives in their place. Members who do not attend 2 (two) consecutive meetings without notifying a valid excuse to the AÜK chair lose their membership.

4. To ensure communication between EFDEK and AÜK, an EFDEK member to be determined by EFDEK members may attend AÜK meetings without the right to vote.
5. AÜK meetings are held with a simple majority; if the AÜK chair does not attend the meeting, the vice-chair presides, and AÜK substitute members can attend meetings without the right to vote.
6. The Board of Directors member ensuring the connection between AÜK and the Headquarters Board of Directors strictly attends every AÜK meeting without the right to vote.
7. Final decisions regarding the accreditation of programs are taken with at least 8 (eight) votes, and all other decisions are taken with the majority of the number of members attending the meeting.
8. Determination of suggestions regarding regulations, directives, and standards/criteria and accreditation decisions are taken with at least six (6) votes, and other decisions are taken with the majority of the number of members attending the meeting.
9. If deemed appropriate by the AÜK Chair, AÜK ordinary meetings, taking accreditation decisions, and situations requiring urgent discussion and decision-making can be organized as virtual meetings using communication and voting tools such as mail, e-mail, fax, teleconference, videoconference, and webpage. In case such meetings are held, conditions specified in paragraphs (5), (6), and (8) above apply.
10. AÜK members can participate in the works of all PDR-EPDAB commissions and committees except institution visits, without the right to vote.

#### **Article 5: Duties of AÜK in the Accreditation Process**

1. Arranges and evaluates a detailed program on behalf of PDR-EPDAB for the accreditation of counselor education undergraduate programs in Turkey and takes decisions related to accreditation.
2. Determines the members to serve for the execution of relevant works.
3. AÜK receives accreditation requests twice a year on dates announced on the PDR-EPDAB website.
4. Conducts a preliminary review of the application file of a program applying for accreditation, which is transmitted after the document control process is completed by PDR-EPDAB, within 30 days starting from the application date, and resolves whether the program will be taken into the accreditation evaluation process.
5. At the end of the preliminary review, determines and invites evaluation team members and the observer student to serve for the program decided to be taken into the accreditation evaluation process.
6. When there is a member of the program evaluation group who cannot fulfill their duty for any reason, invites one of the substitute members in their place. In case of unforeseen changes before the evaluation process is initiated, notifies the updates in the evaluation process calendar to the applicant program official through the PDR-EPDAB secretariat.
7. The report prepared following the program evaluation group visit and presented by this group chair is evaluated within at least 30 days, and the final decision regarding accreditation is given as a result of voting. For this final decision to be taken with a qualified majority, a decision receiving at least 8 votes is valid. In case of a tie in voting, the decision in the direction of the AÜK Chair's vote is considered valid. AÜK decisions are binding and cannot be changed by the Turkish PDR Association Headquarters Board of Directors.
8. The final decision determined by AÜK is transmitted in writing to the Turkish PDR Association Headquarters Board of Directors through the PDR-EPDAB secretariat. The Headquarters Board of Directors notifies this written decision to the official of the applicant

program. This final decision also includes suggestions for improving the applicant program. An Accreditation Certificate is also given to the program for which the final decision to be accredited is given. This document can be for 2 years or 5 years.

9. AÜK ensures the announcement of accredited programs, the start and expiration dates of accreditation validity periods, and accreditation reports on the PDR-EPDAB website.
10. Makes necessary improvements and updates in legislation or standards regarding the accreditation process.
11. Makes necessary changes in the accreditation calendar when necessary, and approves the request for extending the evaluation period in the accreditation calendar in line with the reasoned decision written in the Evaluation Team or Appeal Committee report.

## **Article 6: Program Evaluation Team**

### **6.1. Evaluation Team**

1. Accreditation evaluations are made by program evaluation groups.
2. The Evaluation Team (DT) consists of three principal and two substitute members, totaling five members, composed of academicians with a doctorate in the field of counselor education and practitioners with at least a master's degree in the field of counselor education.
3. The selection of the DT is made by AÜK from among persons who are not working/have not worked in the department applied for. At least one of the academicians with a doctorate must be a professor or associate professor. One of the selected members is determined as the DT Chair by AÜK. Attention is paid to DT members being from different specialization branches of the psychological counseling field as much as possible. Attention is paid to the absence of situations that can be termed as conflict of interest or personal benefit (doctoral or master's thesis study, having done/doing a joint project or joint publication, conducting a project, etc.) between DT members and the faculty members of the university to be visited.
4. The DT consists of persons who have received evaluator training, who determine the programs to be evaluated upon request, visit the relevant programs, prepare a program visit report, and submit this report to AÜK. Evaluator training is given by person or persons determined by AÜK.
5. The DT for accreditation purposes is formed by AÜK. A separate DT is established for each institution whose programs will be evaluated.
6. The DT consists of a team chair and program evaluators. When necessary, co-chair and/or co-evaluators and observers may also be included in the group. At least one student evaluator takes place in every team containing a general evaluation.
7. The DT chair and/or co-chairs are selected from current or former PDR-EPDAB members. In case of need, they can also be selected from experienced program evaluators who are in or have taken part in the PDR-EPDAB Evaluation Board.
8. Rules to be followed in the formation of the DT are regulated by the Directive on Evaluation and Accreditation Implementation Principles approved and published by AÜK.
9. The work done by DTs is submitted to AÜK approval as a report; if the report is not approved, the work must be repeated. AÜK decides whether the repetition of work will be done by the same group.
10. In necessary cases, an external observer from national and international accreditation bodies may be appointed by AÜK to supervise transactions related to accreditation.
11. External observers give their reports to be prepared at the end of the evaluation visit to AÜK. The evaluation of this report and its use in improvement processes are under the authority and responsibility of AÜK.

## **6.2. Selection of Program Evaluators, Program Evaluator Pool (PDH), and Formation of Accreditation Purpose Institution DTs**

1. Program evaluators are persons who visit programs decided to have an accreditation purpose institution visit, prepare visit reports of these programs, and notify AÜK.
2. Program evaluators are persons with national and international level experience in counselor education.
3. Program evaluators are formed from persons who have completed their undergraduate and/or postgraduate education in the field of counselor education domestically or abroad.
4. Program evaluators must attend trainings determined by PDR-EPDAB before the accreditation purpose evaluation visit. At least one member with previous experience may take place in evaluation teams that will perform the evaluation visit.
5. Academic members are expected to be experienced in counselor education, supervision, continuous improvement, and accreditation preparation in counselor education programs that have received accreditation domestically or abroad.
6. For a psychological counselor to be included in the evaluation team, they must have at least 10 years of experience, be at least a master's graduate, and have experience in at least one of the subjects of counselor education, supervision, and accreditation.
7. Program evaluators are selected from foundation and State universities, universities in seven regions in Turkey, universities located in provincial and central provinces, and by considering the gender balance.
8. Counselor educators, psychological counselors, and students who want to be a program evaluator and serve in evaluation teams can apply via the PDR-EPDAB website. AÜK decides who will be in the PDH and receive training according to the needs and priorities of that year.
9. Program evaluators must not have worked in the program applying for accreditation.
10. There are two types of DTs: for accreditation purpose institution visit and for interim evaluation.
11. DTs consist of 5 (five) principal and 2 (two) substitute members to be selected from members in the PDH with the proposal of the DT Chair and AÜK approval. If necessary, AÜK can assign an observer member or additional member. The characteristics of these members are as follows:
  - a. 3 members who are counselor educators with a doctorate, at least one being a professor or associate professor
  - b. 1 member who is a psychological counselor and
  - c. 1 student member who is a psychological counselor candidate
  - d. One of these members is selected as the evaluation team chair by AÜK.
12. DT for interim evaluation purposes: Consists of three (3) members formed from counselor educators who were assigned in the previous accreditation visit team and a psychological counselor. AÜK can assign an observer member or additional member if necessary.
13. Attention is paid to the absence of conflict of interest or overlap between DT members and the faculty members of the university to be visited.
14. The evaluation team chair and members selected by AÜK must not have worked at the university where the program applying for accreditation is located.



15. Evaluation team members should preferably be faculty members conducting applied courses in counselor education or oriented towards different specialization branches.
16. Duties, formation, and members of Program evaluators and DTs and additional regulations are determined by the directive approved by AÜK, provided that the minimum conditions specified in this article are met.

### **6.3. Duties and Functioning of DT**

DT works within the framework of the PDR-EPDAB Directive on Evaluation and Accreditation Implementation Principles.

### **6.4. Student Evaluators**

1. Student evaluator candidates are determined by AÜK from among students notified to PDR-EPDAB by selecting from counselor education programs applying for accreditation in faculties of education of deaneries upon the request of PDR-EPDAB.
2. Selected student evaluator candidates must be enrolled in an undergraduate or a postgraduate program related to counselor education on the date they are selected.
3. Selected student evaluator candidates must not have received a disciplinary punishment.
4. Selected student evaluator candidates must prepare for duty by attending PDR-EPDAB student evaluator training.

### **6.5. Observers**

1. In necessary cases, PDR-EPDAB members, evaluator candidates, representatives from domestic and international accreditation institutions may participate in DTs as observers with the approval of group chairs and relevant institutions and by AÜK decision.
2. Within the scope of cooperation PDR-EPDAB will conduct with international accreditation bodies, a representative from one of these bodies can participate in at least one of the DTs formed each year as an external observer. The bodies from which an external observer will be requested and relevant regulations are determined by AÜK.
3. External observers give their reports to be prepared at the end of the evaluation visit to AÜK. The evaluation of this report and its use in improvement processes are under the authority and responsibility of AÜK.

## **Article 7: Accreditation Application and Evaluation Process**

### **7.1. Counselor Education Programs That Can Apply for Accreditation**

1. Counselor education programs in higher education institutions located in Turkey and the Turkish Republic of Northern Cyprus and recognized by YÖK can apply for accreditation evaluation.
2. Accreditation requests can only be made to PDR-EPDAB by undergraduate programs related to counselor education.
3. A counselor education program applying for the first time must have given graduates before the application date.
4. Applications must be made separately for each program in case there are primary and secondary education programs and Turkish and English programs within the same department / division.

## **7.2. Counselor education programs applying for accreditation for the first time**

1. A program wishing to request evaluation for accreditation purposes for the first time makes its application online ([www.pdr.org.tr](http://www.pdr.org.tr)) within the date ranges announced by PDR-EPDAB and uploads the necessary information to the system. Additionally, two copies of the application file are delivered to PDR-EPDAB along with additional documents.
2. The applicant program documents that 30% of the announced accreditation fee has been paid and uploads it to the system.
3. The PDR-EPDAB secretariat performs the document audit of the application file.
4. AÜK conducts a preliminary review of the application file in terms of conformity to the requested format and content.
5. In cases it deems necessary, AÜK notifies the relevant program of the necessity to remedy incompatibilities or insufficiencies within 15 days in self-study reports where only format incompatibility or reporting insufficiency is detected.
6. Applications of programs that cannot remedy these deficiencies within 15 days after their deficiencies are notified by AÜK are considered withdrawn. Programs determined by AÜK as withdrawn and/or whose deficiencies are not remedied can apply again in the next period. From programs re-applying for these reasons, 30% of the accreditation fee paid in the first application is not requested again in case they apply.
7. The applicant program pays the remaining part of the accreditation request cost in case the preliminary review made by AÜK is positive.
8. AÜK determines and invites DT members (1 chair, 2 members), observer academician, and observer student to serve as referees in the evaluation process. Invited members are expected to give their acceptance or rejection response within at least 3 days.
9. The DT chair transmits the evaluation process calendar to the applicant program official within at least 10 days and takes necessary measures and makes arrangements for the evaluation to take place within the relevant calendar. Ensures the general evaluation process (pre-visit, during visit, and post-visit) is carried out in accordance with PDR-EPDAB Self-Study Report Preparation Guide principles.
10. The DT chair may request additional information or documents as a result of the review made before the on-site visit and shares this with DT members.
11. The DT chair, DT members, and observer student communicate face-to-face or electronically and exchange ideas with each other under the coordination of the DT chair.
12. DT members evaluate the application file individually before the visit and fill out the necessary forms within the scope of the Self-Study Report.
13. The DT and observer student conduct on-site or, in case of necessity, remote examinations for 2 (two) full days in a way to adhere to the visit schedule included in the scope of the PDR-EPDAB Self-Study Guide, in accordance with the principles in the PDR-EPDAB Self-Study Guide.
14. At the end of the visit, DT members fill out the "End of Visit (Individual) Evaluation" column in the Checklist located in Form 2 within the scope of the Evaluation Report and the "Exit (Joint) Statement" column on the last day of the on-site visit.
15. DT members jointly fill out Form 3 and Form 4 located within the scope of the Evaluation Report on the last day of the visit and prepare the Exit Statement (Form 5). After the Exit Statement is read to the applicant program concerned parties by the DT chair, a copy of Form 3 and Form 4 is delivered to the Department Management, and the visit is terminated.
16. If a +30 Show Evidence request was not made, the DT Chair transmits Form 3, Form 4, and Form 6, each page initialed and the end signed, and the observer student report to the AÜK Chairmanship within 15 days following the completion of the visit. The DT chair also

transmits Form 1 and Form 2 filled out individually by DT members and the jointly filled column of Form 2 (Exit-Joint Column) to AÜK.

17. Within 1 week following the termination of the visit, the applicant program may request to use the +30 Show Evidence right. It transmits relevant evidence and changes to the DT chair within 30 days following the request.
18. The DT updates Form 3 and Form 4 on the basis of evidence presented at the end of the +30 days Show Evidence process, fills out Form 6 containing the accreditation decision proposal, and transmits all forms located in the Evaluation Report to AÜK. The DT chair also transmits Form 1 and Form 2 filled out individually by DT members and the jointly filled columns of Form 2 (Exit-Joint Column and +30 Show Evidence Column) to AÜK.
19. AÜK examines the evaluation report (Form 3, Form 4, and Form 6) transmitted by the DT chair and resolves the application. AÜK transmits the reasoned decision to the Turkish PDR Association Headquarters Board of Directors.
20. At the end of the process, one of 3 types of decisions is given by AÜK. These are; Accreditable (AE), Interim Evaluation Required (ADG), and Not Accredited (AEZ) decisions.
21. The Turkish Psychological Counseling and Guidance Association Headquarters Board of Directors notifies the AÜK final decision and evaluation report to the applicant program.
22. Programs to which ADG or AEZ decision is transmitted have the right to appeal these decisions. A program wishing to use this right must make its appeal within 15 days following the transmission of AÜK's reasoned decision. Appeals can be made via post or e-mail with an official letter.
23. AÜK announces all accredited programs, accreditation validity periods, and the Final Report via the official webpage.
24. Programs for which an Interim Evaluation Required decision has been given by AÜK and thus accredited for only 2 years apply to PDR-EPDAB again 6 months before the expiration of the period.

### **7.3. Responsibilities of Undergraduate Programs Applying for Accreditation**

Responsibilities of the academic unit applying for counselor education undergraduate program accreditation are as follows:

1. The program, which performs its self-study on the basis of standards explained in the PDR-EPDAB Evaluation Standards / Criteria document and in line with the PDR-EPDAB Self-Study Report document, uploads the application file containing the self-study report and relevant additional documents to the system online and delivers a printed copy to the Turkish PDR Association.
2. Deposits 30% of the accreditation application and evaluation fee determined by PDR-EPDAB to the relevant account of PDR-EPDAB and puts the receipt in the application file. Deposits the remaining part of the fee in case the application passes the preliminary evaluation.
3. Takes all necessary precautions and conducts works so that all information in the application file is not incorrect and/or missing.
4. Makes necessary preparations for all faculty members to be present in the department during the DT's visit.
5. Makes necessary arrangements for observation, interview, and examination works to be done in the department by DT members who will visit the department/program on-site and whose visit schedule is determined in advance. Provides a room/office with computer and printer equipment and stationery materials where evidence and documents supporting the information in the Self-Study Report are located.

6. Takes necessary precautions so that information provided to DT members and the observer student during the on-site examination is not incorrect or missing.
7. Avoids behaviors and approaches that may affect the evaluation process, unnecessary treats, etc.
8. An accredited program is obliged to maintain the conditions under which it was accredited during the period the accreditation is valid.

#### **7.4 Accreditation Validity Period and Renewal Conditions**

1. The accreditation validity period for programs given an AE decision is 5 years. For an accredited program to continue its "accredited" status continuously, it is expected to re-apply 6 months before the end of 5 years.
2. All accreditation renewal processes and conditions for programs given an AE decision are the same as the initial application conditions and process.
3. The accreditation validity period for programs given an ADG decision is 2 years. For a program given an ADG decision and thus accredited for 2 years to maintain its "accredited" status, it is expected to re-apply 6 months before the end of 2 years.
4. The accreditation process for programs given an ADG decision is carried out by focusing on improvements/changes made regarding deficiencies determined in the main evaluation.
5. A program given an ADG decision and taken into interim evaluation is accredited for 3 more years at the end of this evaluation being positive.

#### **7.5. Counselor education programs whose accreditation period expires**

1. A reminder letter is sent by PDR-EPDAB one year before the accreditation expiration date to programs that received an Accreditable final decision in the previous evaluation and were accredited for 5 years.
2. A reminder letter is sent by PDR-EPDAB one year before the accreditation expiration date to programs that received an Interim Evaluation Required Final Decision in the previous evaluation and were accredited for 2 years. Instead of a comprehensive self-study report, these programs prepare only an interim report focused on weakness, concern, and observations determined in the previous general evaluation, and apply to PDR-EPDAB with this report and its attachments 6 months before the expiration of the period. The accreditation of a program that does not apply on time despite receiving an Interim Evaluation Required decision ends at the end of 2 years. A program whose accreditation ends can make a full application again.
3. Programs aiming for continuity in accreditation are expected to make their applications 6 months before their accreditation periods expire.

#### **7.6. Appeals to Accreditation Decisions**

1. Appeals are transmitted in writing by the relevant institution management to the Turkish Psychological Counseling and Guidance Association Headquarters Board of Directors.
2. Appeals to AÜK accreditation decisions can be made against all accreditation decisions.
3. Such appeals can be based on the opinion that an accreditation decision formed as a result of some information errors of AÜK or evaluations contrary to AÜK's published standards / criteria, regulations, or directives is not appropriate.
4. In the process of evaluating appeals, only conditions known by AÜK at the time AÜK took the decision will be taken into consideration.
5. The process of evaluating and resolving appeals is regulated by the Directive on Evaluation and Accreditation Implementation Principles.

## **Article 8: Duties and formation of the Counselor Education Standards Determination and Update Commission (PDE-SBGK)**

### **8.1. Duties**

1. To determine national standards for undergraduate programs providing counselor education in our country by considering internationally accepted standards and national needs, to prepare criteria and manuals specifying how these standards will be evaluated, and to change, develop, or replace these standards with new ones when necessary, to suspend the prepared draft standards and open them to the feedback process before psychological counselors, counselor educators, students receiving counselor education, mental health professionals, and other professional organizations across Turkey, to evaluate incoming feedback, and to finalize the standards. Standards determined by PDE-SBGK are turned into a booklet after being approved by AÜK and published on the website.

### **8.2. Formation**

1. The commission consists of at least 10 (ten) members. The same member can serve in the commission again. Commission members elect a chair, vice-chair, and secretary among themselves for 2 years. Commission members can form **working groups** among themselves according to specialization branches in the psychological counseling field. Members are selected by AÜK for 2 (two) years as specified below.

**a. 2 faculty members** who have studies in this field for courses in the field of career counseling practices,

**b. 2 faculty members** who have studies in this field for courses in the field of school counseling practices,

**c. 2 faculty members** who have studies in the field of clinical mental health counseling for courses in the field of group psychological counseling practices,

**d. 2 faculty members** who have studies in the field of clinical mental health counseling for courses in the field of individual psychological counseling practices,

**e. 1 member** from AÜK and

**f. Student member.**

2. The student member is assigned for 2 years with the proposal of the relevant department and AÜK decision according to the order of establishment year of universities. In case this student's term of office expires or their studentship ends, a student is selected from the next university according to the order of establishment.
3. Additional regulations regarding the duties, formation, and members of PDE-SBGK are determined by the directive approved by AÜK provided that the minimum conditions specified in paragraphs 9.1 and 9.2 of this article are met.
4. Operational Principles of the Counselor Education Standards Determination and Update Commission

- a. The chair of the commission is responsible for the functioning of the Counselor Education Standards Determination and Update Commission and all kinds of communication between its members.
- b. The Counselor Education Standards Determination and Update Commission meets at least 2 times each year. These meetings can be held in physical or electronic environments.
- c. The Chair, who is the AÜK representative in the commission, is responsible for ensuring all kinds of communication between AÜK and the Counselor Education Standards Determination and Update Commission.
- d. The Counselor Education Standards Determination and Update Commission is responsible to AÜK in its activities.

## **Article 9: Duties and formation of the Advisory and Training Commission (DEK)**

### **9.1. Duties**

1. To provide training aimed at informing faculty members of counselor education programs about the National Standards of Counselor Education and to prepare relevant documents,
2. To provide information, give training, provide accreditation consultancy service to relevant programs upon the request of all counselor education programs applying or intending to apply to the accreditation process and AÜK assignment, and to prepare relevant documents,
3. To provide training and consultancy service to members within PDR-EPDAB if assigned by AÜK.

### **9.2. Formation**

1. The Advisory and Training Commission consists of at least 10 (ten) members. The same member can serve in the commission again. This commission selects a chair, a vice-chair, and a secretary from within itself for 2 years. Members are selected by AÜK as explained below and determined for 2 (two) years.
  - a. One faculty member each who has studies in specialization branches of career counseling, school counseling, clinical mental health counseling, marriage, couple and family counseling, and is also experienced for at least 5 years for each of the courses of career guidance practices, PDR practices in schools, group psychological counseling experience, individual psychological counseling practices, and institution experience, and
  - b. One AÜK member.
2. Additional regulations regarding the duties, formation, and members of DEK are determined by the directive approved by AÜK provided that the minimum conditions specified in paragraphs 9.1 and 9.2 of this article are met.

## **Article 10: Conflict of Interest and/or Overlap**

Principles and practices regarding actual or apparent conflict of interest and/or overlap of the team chair and evaluators who will serve in the evaluation process with institutions and persons related to the program they will evaluate are determined and executed in accordance

with the essentials defined in the PDR-EPDAB Code of Ethics document regulated and published by AÜK.

### **Article 11: Confidentiality**

1. Information provided by programs where counselor education is conducted is evaluated in confidentiality by PDR-EPDAB, board and commission members, and employees and cannot be disclosed without the permission of the relevant program. However, AÜK can use the information and documents obtained in accreditation processes in reports and presentations without using the university or program name.
2. Documents distributed for evaluation and discussion purposes in AÜK and other board meetings are accepted in confidential status.
3. The contents of such documents and accreditation decisions can only be disclosed by persons responsible for disclosing them or under defined conditions.
4. All persons representing PDR-EPDAB sign a "Confidentiality and Ethical Conduct Statement" indicating that they accept they will not be involved in situations that may cause conflict of interest/overlap and will comply with ethical principles.

### **Article 12: Internal Auditing and Quality Assurance**

#### **12.1. Quality Assurance and Continuous Improvement**

PDR-EPDAB quality policies are defined by AÜK. AÜK publishes a PDR-EPDAB Quality Policy Document summarizing these quality policies on its website.

1. A Continuous Improvement Committee is established by AÜK to ensure the proper functioning of all PDR-EPDAB activities, primarily evaluation and accreditation activities, and the continuous improvement of the quality of these activities, and to ensure coordination in works to be done for this purpose.
2. The structure, selection of members, terms of office, and operational principles of the Continuous Improvement Committee and quality assurance processes are regulated by the Directive on Continuous Improvement Committee approved and published by AÜK.

#### **12.2. External Evaluation**

1. In addition to internal quality audits, PDR-EPDAB has itself audited by an external quality evaluation body or rated with a rating service at most every 5 years. The institutions where these audits and ratings will be done and their timings are decided by AÜK by also considering the national and international recognition requirements of PDR-EPDAB.

### **Article 13: Transparency and Accountability**

1. PDR-EPDAB has the responsibility to share issues related to how program evaluation and accreditation processes are carried out with all stakeholders and the public and to be accountable. Therefore, the documents named below are published on PDR-EPDAB webpages ([www.pdr.org.tr](http://www.pdr.org.tr)):
  - a. Regulations and directives stating the purposes and functioning of PDR-EPDAB and its boards,

- b. National Standards of Counselor Education and evaluation criteria used in the evaluation and accreditation of programs,
- c. Self-study report format clearly defining the evaluation and accreditation process and scope, evaluation process, and similar documents related to this process for departments/divisions where counselor education is conducted that will apply to PDR-EPDAB for program evaluation and accreditation,
- d. Annual reports and publications summarizing PDR-EPDAB's works, including evaluation and accreditation activities, published annually,
- e. List of counselor education programs accredited by PDR-EPDAB and reports containing information about them. This information includes the accreditation period and conditions of the given accreditation.

#### **Article 14: Storage of Documents Belonging to PDR-EPDAB Boards and Commissions**

1. The AÜK Chair and Secretary ensure the archiving of documents and reports related to PDR-EPDAB and the works of PDR-EPDAB boards and commissions and their storage for 10 years.
2. PDR-EPDAB keeps the list of programs it accredited, types of given accreditations, and validity periods under record.
3. Storage methods and periods of documents and reports related to PDR-EPDAB works, including documents and reports regarding the accreditation process and results, are regulated by the archiving directive. This directive is approved and published by AÜK.

#### **Article 15: PDR-EPDAB Office**

1. Vice-Chair
2. The AÜK Vice-Chair carries out representation and coordination activities whose scope is determined by AÜK. The Vice-Chair is responsible to AÜK.
3. AÜK Economic Enterprise
4. The Economic Enterprise carries out activities whose scope is determined by AÜK and all kinds of monetary transactions related to these activities. The Economic Enterprise is managed by one or more managers appointed by AÜK. Enterprise Managers are responsible to AÜK.

#### **Article 16: Making Amendments to the Regulation**

1. Amendment proposals on this regulation and the date they should come into force are taken to the agenda, discussed, and resolved by AÜK.

#### **Article 17: Enforcement and Execution**

1. This regulation becomes valid and comes into force from the date it is approved by AÜK.
2. PDR-EPDAB AÜK is responsible for the execution and implementation of the articles and paragraphs of this regulation.
3. The authority to make arrangements and take decisions on other issues outside the provisions of this regulation is under the responsibility of AÜK.



## **INFORMATION REGARDING AMENDMENTS MADE**

### **PREVIOUS ARTICLE:**

#### **3.5. Term of Office of AÜK Members, Resignation from Membership, and Re-determination of Members**

2. The term of office of AÜK members is 2 (two) years. These terms of office cannot be extended.

3. AÜK members can serve for a maximum of 2 (two) terms and 4 (four) years.

### **NEW EXPRESSION:**

2. The term of office of AÜK members is 3 (three) years. These terms of office cannot be extended.

3. AÜK members can serve for a maximum of 3 (three) terms and 9 (nine) years.

### **AÜK MEETING DATE FOR AMENDMENT DECISION:**

04.02.2025