

TR
NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY
DIRECTIVE ON TRAINING OF TRAINERS

FIRST PART

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- (1) This Directive includes all kinds of activities programmed under the name of "Training of Trainers" in order to increase the quality of education activities in Nevşehir Hacı Bektaş Veli University, such as learning-teaching processes, philosophical and historical foundations of education, measurement and evaluation in education. determines the principles and procedures.

Scope

ARTICLE 2- (1) This Directive covers the procedures and principles regarding the "Training of Trainers" studies to be organized by Nevşehir Hacı Bektaş Veli University Educational Excellence Application and Research Center.

Basis

MATTER 3- (1) This Directive has been prepared based on the "Higher Education Quality Assurance Regulation" dated 23.07.2015 and numbered 29423 and the "Nevşehir Hacı Bektaş Veli University Education Excellence Application and Research Center Regulation" dated 07.12.2020 and numbered 31327.

Definitions

ARTICLE 4- (1) In this Directive following definitions are used;

- a) Unit Managers: Nevşehir Hacı Bektaş Veli University faculty deans and directors of institutes, colleges, vocational schools and research centers,
- b) Trainer: Training to be determined by invitation or assignment from inside and outside the organization its experts,
- c) Training: Within the scope of "Training of Trainers", participants gain certain competencies for own inside integrity showing and systematic a way organized all learning experiences its activities,
- ç) NEVEMM: Nevşehir Hacı Bektaş Veli University Educational Excellence Application and Research Center,
- d) Participant: The one who will receive the training people,
- e) Rector: Nevşehir Hacı Bektaş Veli University its rector,
- f) Senate: Nevşehir Hacı Bektaş Veli University Senate,
- g) University: Nevşehir Hacı Bektaş Veli University,
- ğ) Board of Directors: NEVEMM Management its board,
- i) Executive: Nevşehir Hacı Bektaş Veli University Educational Excellence Application and Research Center Directorate

SECOND PART

Trainings

Structure and operation of trainings

ARTICLE 5- (1) The structure and functioning of the trainings are as follows: a) The participation of newly appointed research assistants and doctor lecturers at the University is mandatory.

- b) Upon the request of the unit managers, training can be given to all the teaching staff in the relevant unit.
- c) Instructors can attend the same training more than once.
- d) Administrative personnel who request can also participate in the trainings.
- e) Persons from outside the institution may also attend the trainings.

- f) Trainings are carried out face-to-face or through distance education.
- g) Participants who complete the trainings are given a certificate of participation prepared by NEVEMM.
- ğ) The unit managers are informed by NEVEMM about the participation of the instructors in the trainings.
- ı) Unit managers are obliged to ensure that their personnel participate in the trainings.
- ı) Trainings are held at least 1 (one) time per academic year according to the program schedule determined by NEVEMM.

Content of the trainings

ARTICLE 6- (1) Trainings may cover the following subjects:

- a) History and Philosophical Foundations of Education
- b) Planning of Teaching Processes
- c) Student-Oriented Education Methods
- d) Effective Communication in Education
- d) Teaching Principles and Methods
- e) Effective Classroom Management
- f) Measurement and Evaluation Approaches and Methods
- g) Digitalization and Use of Instructional Technologies in Education
- ğ) Ethics in Education and Training
- h) Lifelong Learning and Adult Education
- ı) Psychology of Learning
- ı) Guidance and Psychological Counseling
- j) Academic Counseling and Leadership
- k) Protocol and Legislation Training

(2) Apart from these subjects, trainings may be provided on other subjects deemed appropriate by the Board of Directors.

Trainers and their qualifications

ARTICLE 7 - (1) Trainers, university lecturers working in the field related to the cooperation of NEVEMM and the Faculty of Education, or specialist trainers from outside the institution.

NEVEMM's Authority and Responsibilities

ARTICLE 8- (1) NEVEMM determines and announces the training calendar, communicates with the trainers who will provide training, conducts the trainings, evaluates the effectiveness of the trainings applied and carries out the studies for the improvement of the trainings with the feedback received, ensures that the course materials prepared by the trainers assigned during the training process are published and shared with the participants.

CHAPTER FOUR

Non-Provisional Cases, Enforcement and Execution

Cases where there is no provision

ARTICLE 9- (1) In cases where there is no provision in this Directive, other relevant legislation provisions and Senate decisions are applied.

Force

ARTICLE 10- (1) This Directive enters into force on the date it is accepted by the Senate.

Executive

ARTICLE 11- (1) The provisions of this Directive are executed by the Rector.

| Senate Decision Accepting the Directive, | |
|---|---------------|
| DATE | number |
| 09.06.2022 | 2022.18.137 |