

T.R.
NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY
IN-SERVICE TRAINING DIRECTIVE

FIRST PART

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- This Directive sets out the objectives, principles and planning of the in-service training to be applied in order to train the personnel at Nevşehir Hacı Bektaş Veli University in accordance with the conditions of the day, help them to acquire the attitude with the knowledge, skills and behaviors required by their duties, increase their efficiency and prepare them for further tasks and determine the principles and evaluation procedures and other issues.

Scope

ARTICLE 2- This Directive covers the personnel of Nevşehir Hacı Bektaş Veli University.

Basis

ARTICLE 3- This Directive has been prepared on the basis of Article 214 of the Civil Servants Law No. 657 dated 14/07/1965.

Definitions

ARTICLE 4- In this Directive;

- a) Certificate of Achievement: expresses the certificate given to the trainees who have participated in the training activities and successfully completed the work required by the activity,
- b) Training Unit: expresses Nevşehir Hacı Bektaş Veli University Personnel Department (In-Service Training and Statistics Branch Directorate),
- c) Training Officer: expresses person assigned as trainer and instructor in educational activities,
- d) Training Board: expresses Nevşehir Hacı Bektaş Veli University Training Board,
- e) Training Program: expresses the program that regulates how to train in the branch or field in time according to the annual training plan,
- f) In-Service Training: expresses application activities such as courses, seminars, conferences, panels, symposiums, forums, discussions, internships, etc. for the training of the personnel and all kinds of activities such as trips for these purposes,
- g) Certificate of Attendance: expresses the document given to those who attend the in-service training without examination at the end of the relevant program,
- h) Trainee: expresses personnel participating in training activities organized in accordance with the provisions of this Directive,
- i) Personnel: expresses administrative personnel working at Nevşehir Hacı Bektaş Veli University and subject to the Civil Servants Law No. 657,
- j) Program Manager: expresses the person responsible for the execution of in-service training activities in accordance with the provisions of the Directive,
- k) Rector: expresses the Rector of Nevşehir Hacı Bektaş Veli University,
- l) University: expresses Nevşehir Hacı Bektaş Veli University,

- m) Annual Training Plan: expresses the plan prepared for one year in accordance with the Civil Servants Training General Plan in order to meet the annual training needs of the university,
n) Directive: expresses Nevşehir Hacı Bektaş Veli University In-Service Training Directive.

SECOND PART

Training Principles

In-Service Training Objectives

ARTICLE 5- (1) In line with the objectives stipulated in the General Plan for Civil Servants Training, in the development plans and strategic plan, the objectives of in-service training are;

- a) To ensure that the personnel are trained by increasing the knowledge and productivity of themselves, to prepare for higher tasks, to maximize the interest in the service,
- b) To train the personnel about their duties, powers and responsibilities,
- c) To increase efficiency, thrift and effectiveness in management and implementation,
- d) To direct the personnel who will go abroad to be trained to areas where new information is rapidly increasing in order to provide the development of himself / herself and the University,
- e) To make the personnel use scientific and technological facilities at a high level,
- f) To inform the personnel about new developments in the scientific and technological field,
- g) To benefit effectively from in-service training in the implementation of personnel planning,
- h) To provide trained people required by the University in line with the human resources planning,
- i) To strengthen communication, relationship and coordination among staff, to improve feeling of trust and personnel morale, to provide their adaptation to changes in the service area,
- j) To provide training to ensure that the services reach users in a complete and timely manner,
- k) To raise personnel in the management who are participant, researcher, discussant, inquiring, innovative, problem solvers and able to benefit from information systems in order to increase the quality and efficiency in the service,
- l) To determine the in-service training needs of the personnel.

Principles of In-Service Training

ARTICLE 6- (1) Principles to be applied to achieve the targets specified in in-service training include:

- a) According to the provisions of this Directive, training officers and those who need to receive in-service training are responsible for attending the training,
- b) Participating of all personnel to the in-service training based on the priorities,
- c) Cooperating with all relevant institutions in training when necessary, providing information, documents, tools and equipment and exchange of trainers,
- d) Arranging the training based on plans and programs in line with national development goals, and current and future goals, duties, authorities, responsibilities and needs of the University,
- e) Conducting the training in accordance with the principles of efficiency, economy and productivity,
- f) Organizing the training environments (physical and distance education environments), appropriate to the educational conditions and to equip them according to the needs of training,
- g) Each superior is responsible for the education and training of the personnel in the unit,

- h) Arranging the in-service training plan, program and educational activities in a way that will not hinder the principal duties of the University,
- i) Employing the trained personnel in positions suitable for the qualifications gained in training,
- j) Evaluating (survey, observation, interview, exam, etc.) during and at the end of training activities to determine whether the expected results from training have been achieved or not.

THIRD PART

Training Organization and Duties

Training Organization

ARTICLE 7- (1) In-service training activities are carried out by Training Board and Personnel Department, In-Service Training and Statistics Branch Directorate.

Board of Training

ARTICLE 8- (1) The Board of Training, which has been established with the aim to determine the general policy of the university regarding educational activities consists of a vice rector who is appointed as the chairman by the Rector, the Secretary General of the University, Head of Personnel Department, Head of Health, Culture and Sports Department, Head of Administrative and Financial Affairs Department, Head of Strategy Development Department, Law Attorney at the Consultancy, Press and Public Relations Coordinator, In-Service Training and Statistics Branch Manager.

(2) Correspondence of the Board is carried out by the Personnel Department. Chairman of the Board may invite other officials whose participation is required to the board meetings.

(3) If the members of the board have an excuse (leave, report, assignment, etc.), their representatives can attend the board meetings.

(4) The Board of Training is held to evaluate in-service training issues in November every year. The Board may convene extraordinarily upon the call of the chairman.

(5) The decisions of the Board of Training are suggestions and these decisions become final with the approval of the Rector.

Duties of the Training Board

ARTICLE 9- (1) Duties of the Training Board regarding in-service training subjects include:

- a) Determining the path, method and training policy to be followed for conducting in-service training activities,
- b) Determining the administrative personnel within the scope of the in-service training plan and programs to be sent in the country or abroad for training,
- c) Determining the instructions regarding in-service training and the changes to be made in them,
- d) Evaluating the results of the in-service training activities implemented in the previous year to consider the issues that have failed in the new program,
- e) Examining and deciding on the in-service training studies and suggestions related to the application and the program with the program managers' suggestions,
- f) Making the assessment of reports given by those participating in training activities within the country or abroad,

- g) Determining the number of personnel and training officers to participate; lessons to be given, the type, duration and date of the in-service training activities to be held each year,
- h) Determining the need for in-service training to be applied to all administrative personnel annually,
- i) Evaluating the results of the training activities carried out,
- j) Evaluating the prepared annual training plans and programs prepared by the Personnel Department (In-Service Training and Statistics Branch) and by finalizing them, fixing disruptions arising from the implementation of the plans and programs in administrative, financial, legal and technical matters,
- k) In order to realize the training plans and programs in an efficient, effective and economical way, cooperating with other organizations in terms of benefit both within the country and in foreign countries and determining resources that can be useful to the University in terms of education and training.

Duties of In-Service Training and Statistics Branch Directorate

ARTICLE 10- (1) The duties of the In-Service Training and Statistics Branch Directorate are as follows:

- a) In line with the Civil Servants Training General Plan and the University strategic plan, to prepare the draft annual training plan in accordance with the training policy and objectives of the university by taking into account the recommendations of the unit chiefs and to prepare the necessary training activities with this draft and submit the expenses to the Training Board,
- b) To prepare the topics of in-service training to be applied according to the finalized annual training plan after the opinion of the Board of Training and the approval of the Rector, the University personnel to be trained, the training officers, training places, dates and durations, tools and equipment, etc. and to meet other necessary needs.
- c) To announce the in-service training plans and programs to the units after they are approved,
- d) To determine the Program Manager for each training program with the approval of the Rectorate,
- e) To determine the course hours of the instructors and check the attendance of the trainees,
- f) To archive the success and participation certificates of the trainees,
- g) To carry out monitoring and evaluation related to the success and efficiency of the activities carried out according to the in-service training program and the principles, evaluate the prepared reports,
- h) To determine the training needs of newly recruited personnel and provide the necessary training,
- i) At the end of each year, to submit the results of the in-service training activities to the Rector in a report.

FOURTH PART

Program Managers and Training Officers

Determining a Program Manager

ARTICLE 11- (1) Upon the proposal of the Personnel Department, The Program Manager having management, coordination, communication and representation skills is appointed with the approval of the Rector in accordance with the nature of in-service training activities.

Program Manager Tasks

ARTICLE 12- (1) Program Manager is supposed to;

- a) To make the necessary preparations for the realization of the program,
- b) To duplicate the notes on the course subjects submitted to him by the instructors distribute them to the participants of the training,
- c) To keep the necessary tools and equipment ready for training,
- d) To cooperate continuously with the education trainers,
- e) To conduct surveys to determine the views and opinions of the trainees during training or at the end of the training in order to assist the overall evaluation of the program,
- f) To prepare a report regarding the factors affecting the training positively or negatively and the measures to be taken and to do other duties given on in-service training.

Selection of Training Officers

ARTICLE 13- (1) In all levels of in-service training activities, personnel within the university are assigned as training officer. External training officer can be determined upon the proposal of the Personnel Department and the approval of the Rector in case of the lack of personnel to be assigned on the relevant program within the University or in case it is deemed beneficial for processing by persons out of the University with the priority of other public institutions and organizations. Alternate officer in the selection of the trainer can also be determined.

Qualifications of the Training Officers

ARTICLE 14- (1) The following conditions for the persons to be assigned in in-service training activities required:

- a) The instructors to be selected within the university are supposed to be higher education graduates and must have the necessary knowledge and experience of the subjects included in training,
- b) Persons to be appointed from other universities are supposed to be faculty member, lecturer, director of a branch or an administrative staff with the title of manager or higher,
- c) Other public officials are supposed to have the necessary knowledge, skills and the ability to present of the subjects included in the training program,
- d) Training officers who are not public officers are supposed to be experts in the related training field.

Authority and Responsibilities of Training Officers

ARTICLE 15- (1) Persons assigned in in-service training are supposed;

- a) To make a plan regarding the training subjects undertaken,
- b) To prepare the training notes and to give it to the Program Manager at least five (5) days before it commences if there is no material about the plan,
- c) To explain the subjects specified in the program, to monitor the subjects carefully by the staff,
- d) To hold an oral, written and / or applied exam during the training period when necessary and evaluate the exams,
- e) To ensure and evaluate the effectiveness of the training activities during the training period in cooperation with the Program Manager,
- f) To notify the manager immediately in case they are unable to continue their education duties due to compulsory reasons.
- g) Training officers cannot take annual leave during in-service training.

FIFTH PART

Planning and Implementation of In-Service Training

In-Service Training Plan and Programs

ARTICLE 16 - (1) In-Service Training and Statistics Branch Office prepares in-service training plan for the following year by the end of October at the latest with the cooperation of other units of the University. After the annual plan is discussed at the Board of Training until the end of November, it is finalized and put into practice with the approval of the Rector. In-service training programs included in the annual training plan are announced after the approval of the Rector to all units at least one (1) month before the start of training activities.

(2) In in-service training programs; subject, duration, place, method and trainers of in-service training and other necessary issues are specified as well as whether an exam will be held at the end of the training or not.

(3) Training not included in the annual training plan but needed later can be requested from the In-Service Training and Statistics Branch Office. After the examination of the Personnel Department, if it is decided that the training program is necessary, the said program can be arranged by making changes in the annual plan with the approval of the Rector.

In-Service Training

ARTICLE 17- (1) In-service training;

- a) is arranged as "basic training" and "preparatory training" during the candidate civil service period,
- b) is arranged as "training to increase productivity", "refresher training", "training for adaptation to changes", "training to prepare for senior positions" and "senior level training of managers" by applying training methods such as courses, seminars, conferences, domestic and international research during the period of civil service within the framework of the provisions of this Directive.

Study Abroad

ARTICLE 18- (1) Training of personnel abroad is made within the framework of the relevant provisions of the Civil Servants Law No.657 and with the provisions of the "Directive on Civil Servants' Being Sent Abroad for Training by the State".

SIXTH PART

Participation in Training and Evaluation

Participating in Training

ARTICLE 19- (1) The number and qualifications of those who will participate in training are determined in the programs. Unit superiors determine the personnel to participate in the training in accordance with the determined quotas and notifies the list to the Personnel Department.

(2) Those who have been decided to participate in the finalized in-service training programs are supposed to participate in the relevant in-service training activity and the unit superiors they are affiliated are supposed to provide this.

(3) Those who participate in the in-service training activity cannot use leaves other than Articles 104 and 105 of the Civil Servants Law No. 657 during the training. Personnel who, for whatever reason, do not attend 1/8 of the total training period, are deemed not to complete the training. These people can attend same level training programs to be held later. Those who attend training in other institutions and organizations are subject to the provisions of the legislation on permits of the said institution or organization.

(4) The personnel participating in the training is subordinated to the Program Manager in terms of administration during the training.

(5) Personnel participating in training activities in other institutions and organizations are subject to the provision of legislation on training.

(6) The disciplinary provisions of the Civil Servants Law No. 657 are applied to those who do not attend in-house or external trainings, except those with legal excuses.

(7) Participation of suitably qualified personnel in the trainings that concern the University but are organized by other institutions and organizations is provided with the proposal of the Personnel Department and the approval of the Rector.

(8) Attendees are supposed to submit a report to the training unit on the training they receive such as seminars, courses, conferences etc. related to in-service training activities outside the university in one (1) month following the completion of the training.

Participation in Training Activities from Other Institutions and Organizations

ARTICLE 20- (1) Participation of personnel working in other public institutions and organizations, provided that the expenses of the education organized by the University are paid by themselves or their institutions, can be acceptable.

Discipline

ARTICLE 21- (1) Apart from the permissions specified in the 19th article of this Directive, the personnel who have been decided to participate in the in-service training activity are supposed to participate in the training activity regularly.

(2) In this regard, provisions of disciplinary penalties are applied to those who seem to have unexcused neglect and who act against the execution of training activities regularly.

SEVENTH PART

Miscellaneous Provisions

Education Expenses

ARTICLE 22- (1) All expenses related to the execution of in-service training activities are covered from the budget of Rectorate.

(2) In-service trainings can also be provided through service purchasing in case of necessity.

Expenses of In-Service Trainers and Trainees

ARTICLE 23- (1) Considering the period of time they train; the training officers are paid according to the Travel Expense Law No. 6245, dated 18/02/1954 and the relevant provisions of the Budget Law.

(2) Trainees are paid according to Travel Expense Law No. 6245, dated 18/02/1954 and the relevant provisions of the Budget Law.

(3) If the training is carried out at the place of duty, no travel expenses are paid.

Reserved Provisions

ARTICLE 24- (1) In cases where there is no provision in this Directive, "Civil Servants Law No. 657, Civil Servants' Training General Plan, Directive on Civil Servants' Being Sent Abroad for Training, The General Directive on the Training of Candidate Civil Servants" are applied.

Validness

ARTICLE 25- (1) This Directive becomes valid as the date of publication.

Executive

ARTICLE 26- (1) The provisions of this directive are executed by the Rector.