

## DISABLED STUDENTS UNIT DIRECTIVE

### **IŞIK UNIVERSITY DISABLED STUDENTS UNIT DIRECTIVE**

#### **SECTION ONE Purpose, Scope, Basis, and Definitions**

##### **Purpose**

**ARTICLE 1** – (1) The purpose of the present Directive is to define the procedures and principles of the Disabled Students Unit within the scope of the studies oriented to Işık University’s students that require special treatment due to any disability; and to regulate the procedures to be applied with the objective to establish equality of opportunity in education by eliminating the problems faced in courses and exams due to students’ disability status.

##### **Scope**

**ARTICLE 2** – (1) The present Directive consists of regulations made by Işık University’s Disabled Students Unit in favour of disabled students.

##### **Basis**

**ARTICLE 3** – (1) The present Directive has been issued with respect to the 11<sup>th</sup> and 12<sup>th</sup> Articles of the “Higher Education Institutions Disability Advisory Coordination Regulation” that entered into force after being published on the Official Gazette No: 27672, dated 14.08.2010, within the frame of the 15<sup>th</sup> Article of the Disability Act No: 5378, dated 01.07.2005.

##### **Definitions**

**ARTICLE 4** – (1) Definitions of some of the terms used in the present directive are as follows:

- (a) Academic Unit: The faculties, institutes, colleges, conservatories, and vocational schools of higher education that function under Işık University;
- (b) Academic Unit’s Administrative Board: The administrative board of faculties, institutes, colleges, conservatories, and vocational schools of higher education;
- (c) The Unit: Işık University’s Disabled Students Unit;
- (d) Unit Coordinator: The personnel specialised on the Disabled Students Unit’s areas of activity and assigned by the Rector;
- (e) Disabled Students Unit: The Unit created at Işık University in accordance with the 11<sup>th</sup> Article of the Regulation;
- (f) Disabled Student: A student of higher education, who was born with or later developed loss of any physical, mental, spiritual, emotional or social skills, and thus has difficulty in adapting to social life and meeting daily needs, requiring protection, medical care, treatment, consultancy and support services;
- (g) Disabled Student Advisor: Instructors from each academic unit, assigned by academic units;
- (h) The Rector: Rector of Işık University;
- (i) The Senate: Senate of Işık University;
- (j) The University: Işık University
- (k) Regulation: The Higher Education Institutions Disability Advisory Coordination Regulation” that entered into force after being published on the Official Gazette No: 27672, dated 14.08.2010;
- (l) The Administrative Board: Administrative Board of Işık University.

**SECTION TWO**  
**Disabled Students Unit, Duties, and Organization**

**Disabled Students Unit**

**ARTICLE 5** – (1) The Disabled Students Unit functions under the presidency and responsibility of a vice-rector in charge of academic affairs, reporting to the Rector, and shall be formed by coordinating academicians specialized in the field of disabled, or in a field related with special education, and, representatives selected among academic persons assigned by related departments, faculties, colleges, and institutes. The purpose of the Unit is to define the administrative, physical, accommodation, social and academic requirements of disabled students; to determine the steps to be taken to meet these requirements, and to plan, execute, develop the studies to be carried out, as well as to evaluate the results of performed studies.

**Duties**

**ARTICLE 6** – (1) The duties of the Disabled Students Unit are as follows:

- (a) To meet the requirements of disabled students registered in Işık University's programs, which might derive during their academic studies at the University; to define the obstacles that they might encounter, as well as the measures to be taken to prevent those obstacles, to propose solutions, and to make necessary arrangements so as to eliminate those obstacles.
- (b) In order to enable disabled students to continue their academic programs in a way that shall not affect their academic, physical, psychological, and social lives: to ensure that the disabled students' educational environment is well organized, and to take decisions about provision of tools oriented to disabled, preparation of specific course materials, and to organize barrier-free educational, research and accommodation environments for them.
- (c) To carry out publishing activities oriented to higher education students and academicians about the subject, to raise awareness among academicians about disability and disabled people, to prepare documents that include the difficulties derived as well as the arrangements that shall be performed, to improve the level of awareness, to provide consultancy services to related parties, to provide in-service training, where necessary.
- (d) To prepare and execute the unit's working schedule, to create the annual draft budget, the annual activity report and to submit them to Işık University's Rector.
- (e) To organize seminars, conferences, exhibits and similar activities.
- (f) To create a website that includes publications, documents and data about the subjects related with the field of activity of Işık University's Disabled Students Unit, enabling disabled university students to express their problems and demands, as well as to communicate with the related unit.
- (g) To carry out studies aiming to gratuitously provide disabled students who have financial difficulties with tools and instruments that they require to continue their education.
- (h) To decide on including the courses and educational programs related with disabled people in undergraduate programs at universities, and to carry out studies with this purpose.
- (i) To take necessary measures to make necessary arrangements in favour of disabled students about exam durations, venues, materials, and companions in exams as well as their differences deriving from the nature of their disability, provided that equal conditions with other students are met and the equality in opportunity is established.
- (j) To lead the facilitation of communication between disabled and non-disabled students.
- (k) To prepare / have prepared informative books on employment opportunities and professions and to deliver them to disabled students.
- (l) To prepare reports about higher education programs available for disabled students before student selection exam applications, which shall be submitted to the Student Selection and Placement Centre.
- (m) To make the University campuses with all their structures and open spaces accessible for disabled students.

## The Organization

**ARTICLE 7** – (1) The Unit functions under the presidency and responsibility of the Vice-Rector in charge assigned by the Rector. The duties of the Vice-Rector are as follows:

- (a) To preside over the Unit and to chair the meetings.
- (b) To take necessary precautions to ensure that the studies of the Unit's Administrative Board is duly performed.
- (c) To submit the Unit's annual activity reports to the Rector.
- (d) To represent the Unit.
- (e) To duly perform the duties assigned through the present Directive.

(2) Unit's Administrative Board: Functions under the presidency of the vice-rector in charge and consists of at least seven members with participation of the Unit Coordinator, Student's Dean, one representative from the Department for Student Affairs, and one representative from the Academic, Social and Cultural Development Coordinatorship, the members of Disabled Students Advisors assigned by the Rector among others, and the Disabled Students' Representative. The members of the Unit's Administrative Board shall remain in office for a period of three years. The members who have completed their period in office can be re-assigned. If a member leaves the office before the end date of the duty, another member shall be assigned by the Rector for substitution until the end of period in office. The Unit's Administrative Board shall gather ordinarily for at least twice a year and extraordinarily, when necessary, with the objective to negotiate on the items of the agenda. The duties of the Unit's Administrative Board are as follows:

- (a) To take decisions on the unit's management and studies,
- (b) Negotiate and decide on advises of members of the Unit's Administrative Board,
- (c) To take decisions on formation of project groups and similar subunits as well as their designation, definition of working principles, and termination of studies.
- (d) To prepare the principles about disabled people and the unit to be negotiated and decided at the Senate,
- (e) To determine the cooperation principles for collaborative studies with national and international institutions and organizations, to review and advise on
- (f) To examine the annual working schedule and budget, to confer with the related parties and to have the new program and budget arrangements made, and to have these timely presented to the Rector.

(3) Unit Coordinator and Coordinator's Assistant: The Unit Coordinator shall be assigned by the Rector for a period of 3 (three) years, among the University's salaried academicians who have specialized in the field of disability with sufficient knowledge and experience. Once the Coordinator's term of service has expired, he/she can be assigned with the same method. The Unit Coordinator's Assistant shall be assigned by the Rector for a period of 3 (three) years, among the University's personnel with knowledge and experience in the field of disability. Once the Coordinator Assistant's term of service has expired, he/she can be reassigned with the same method.

- (a) Duties of the Unit Coordinator: Facilitates the coordination of the Unit's studies. Reports to the Vice-Rector, to whom the Unit report.
- (b) Duties of the Unit Coordinator's Assistant: Assists to the unit coordinator in performing the unit's duties. Undertakes the task assigned by the Coordinator.

(4) Disabled Student's Representative: The Disabled Student's Representative shall be elected for a period of two years among disabled students at the university, detected by the Unit. The procedures for the election shall be carried out by the Unit. Once the Disabled Student's Representative's term of office has expired, he/she can be re-elected.

(5) Disabled Student's Advisor: In order to meet the requirements of disabled students at the academic unit, the Disabled Student's Advisor shall be assigned by the Academic Unit's Administrative Board for a period of 3 years, preferably among the academicians with knowledge and experience in the field of disability and specialised in related fields. The Disabled Student's Advisor shall detect the wishes and recommendations of disabled students registered in the academic unit, provides them with the required advisory service, follows up with disabled students' problems and performs required studies to resolve these problems.

(6) The funding required for the unit to achieve its objectives shall be allocated from the Rectorate's budget.

### **Principles**

**ARTICLE 8** – (1) The following principles shall be complied with in providing the services defined within the scope of the present Directive:

- (a) All disabled students registered at Işık University shall be detected and solutions shall be produced in relation with their disabilities.
- (b) Studies shall be made, and projects shall be developed in relation with disabled students' requirements in various fields, in cooperation with other units and departments.
- (c) Taking into account the problems that might prevent disabled students' education, equality of opportunity in education shall be ensured.
- (d) All the Academicians that take part at Işık University's all units, departments and programs shall undertake the responsibility to report about disabled students' requirements.
- (e) Participation of disabled families and related institutions in the process of decision-taking and services about subjects related with disabled students shall be ensured.
- (f) Suggestions shall be made to eliminate the barriers in open and covered spaces at Işık University's two campuses.
- (g) The Disabled Students Unit shall be consulted for any regulations intended by Işık University Higher Education Units in favour of disabled students.

## **SECTION THREE**

### **Miscellaneous Terms, Execution and Effective Date**

#### **Miscellaneous Terms**

**ARTICLE 9** – (1) In cases that are not mentioned in the present Directive, the provisions of the "Regulation on Advisory and Coordination for the Disabled Students in Higher Education Institutions" published on the 14.08.2010 dated and 27672 numbered Official Gazette, provisions of other related regulations, resolutions of the Board of Higher Education, and the resolutions of the Senate and the Administrative Board shall apply.

#### **Execution**

**ARTICLE 10** - (1) The resolutions of the present directive shall be executed by Işık University's Rector.

#### **Effective Date**

**ARTICLE 11** - (1) The present Directive on the organization and working principles of the Disabled Students Unit at Işık University shall be effective as of the date of its approval by the University Senate.