

BEYKOZ UNIVERSITY

DISABLED STUDENT ADVISORY AND COORDINATION UNIT REGULATION

Receiving authority, date and number: Senate, 30.05.2019 / 5

Annexes and changes: Senate,20... /.....

Annexes and changes check date:

SECTION ONE

General Principles

Purpose

Article 1- The purpose of this Directive; To ensure the accessibility of the campuses connected to the University to facilitate the Learning Lives of the students with disabilities registered at Beykoz University, to determine the studies, procedures and principles that enable the organization of information access activities in academic environments.

Scope

Article 2- This Directive covers physical and academic arrangements for students with disabilities enrolled at Beykoz University.

Basis

Article 3- This directive has been prepared according to the Higher Education Institutions Disability Advisory and Coordination Regulation provisions issued in the Official Gazette dated 14.08.2010 and numbered 27672, based on Article 15 of the Law No. 5378 on Disabled People and Amendments to Some Laws and Decree Laws and according to the decisions of the general assembly of higher education dated 25/08/2011.

Definitions

Article 4- In this Directive, the following expressions have been used:

a) University: Beykoz University,

b) Rector: Rector of Beykoz University,

c) Regulation: Higher Education Institutions Advisory and Coordination Regulation published in the Official Gazette dated 14/08/2010 and numbered 27672,

- ç) Disabled Student Counselling and Coordination Unit: The Unit established at Beykoz University in accordance with Article 11 of the Regulation,
- d) Board of Directors: The board to be established by the Disabled Student Counselling and Coordination Unit of Beykoz University,
- e) Disabled Students: Higher education students who have difficulties in adapting to social life and meeting their daily needs and needing protection, care, improvement, counselling and support services because of losing their physical, mental, spiritual, emotional and social abilities in various degrees by birth or any reason.
- f) Disabled Health Board Report: A document stating the disability and health status and the purpose of use of the persons prepared by the Disabled Health Board,
- g) Course: Compulsory and elective courses taught in Beykoz University associate, bachelor, graduate and doctorate programs,
- h) Exam: Mid-term exams and final exams on associate, bachelor, graduate and doctorate programs at Beykoz University, as well as make-up, single course, grade upgrade etc. exams

Establishment

Article 5- The unit consists of academic and administrative staff appointed by the University Administrative Board under the chairmanship of a vice-chancellor appointed by the Rector.

Members' Term of Duty, Termination of Duty

Article 6- (1) The term of office of the unit members is three years from the date of assignment.

Assignment of a new member in place of the member whose duty has been terminated for some reason before expiration of his / her term of office will be requested from the University Administrative Board by the President. The new member appointed this way completes the term of office of the previous member.

Duties and Powers of the Unit

Article 7- (1) covers the duties specified in the 12th article of the Higher Education Institutions Disability Advisory and Coordination Regulation.

Duties of the unit other than this article:

- a) To prepare informative digital and printed forms for student candidates according to the academic and physical conditions of the university.

- b) To determine the academic, administrative, physical, psychological, housing and social needs of students with disabilities
- c) To create a database about students with disabilities,
- ç) To evaluate the demands of students with disabilities apart from the opportunities offered by the university,
- d) To present opinions to all units of the University regarding the rights and demands of students with disabilities,
- e) To coordinate the activities carried out by various departments of the University for students with disabilities and to ensure that they are announced,
- f) To guide students with disabilities to communicate with all unit staff (academic and administrative),
- g) To prepare and update an accessible website with publications, information and documents on matters falling within the scope and duties of the Unit,
- h) To organize seminars, conferences and similar activities,
- i) To monitor and supervise the decisions and strategies regarding other stakeholder units and institutions,
- i) To take the necessary measures and make arrangements for the exam time, place, material and companion issues considering the differences of the nature of the disability for the disabled student in order to ensure that all students are subject to fair and accurate measurement and evaluation, and to ensure equality of opportunity and make the education process meaningful for students with disabilities.
- j) To submit annual activity reports to the Higher Education Council.

(2) The powers of the unit are:

- a) To get information about students with disabilities from academic and administrative units,
- b) Authorized to receive information about the activities and services provided for students with disabilities,
- c) To evaluate the demands of students with disabilities, to decide on these requests and to monitor the implementation of the decisions by the relevant units,
- ç) The unit may establish commissions or working groups for the purpose of carrying out the activities for which it is responsible,
- d) To carry out the decisions made by the University Administrative Board on the subjects falling within the field of duty.

SECTION TWO

Management Bodies and Administrative Structuring

Article 8- Disabled Student Unit works under the Vice Rector appointed by the University Rector.

Article 9- The Management Bodies of the Unit consist of the unit coordinator, disabled student advisors and members of the board of directors.

Article 10-

Unit Coordinator:

(1) The Coordinator is appointed by the Rector for 3 years, preferably among the university academic staff who have expertise in the field of activity of the unit. The coordinator, whose term of office expires, can be re-appointed.

(2) The duties of the Unit Coordinator are as follows:

- a) Represents the unit.
- b) Ensures that the services are provided, evaluated and developed in accordance with the purpose of the unit.
- c) Ensures that the annual work report of the unit is prepared and draft of the work program of the next year is submitted to the Board of Directors.
- ç) The Unit Coordinator designates a disabled student as a disabled student representative.
- d) Coordinates the work of the unit.

(3) If deemed necessary, a Deputy Coordinator may be appointed by the Rector for 3 years upon the recommendation of the Unit Coordinator.

Article 11- Disabled Student Consultants:

A faculty member from each unit is appointed as 'Disabled Student Advisor' by the Faculty Dean / School Director / Institute Manager for 3 years in order to ensure cooperation between the Disabled Student Unit and Faculties / Institute / Schools / Vocational Schools. The consultant, whose term of office has expired, can be reassigned.

Article 12- Unit Board Members and Work Procedure

(1) Unit Board of Directors consists of the following members:

- a) Vice Rector in charge of Education and Training
- b) Disabled Student Unit Coordinator
- c) Registrar's Office
- ç) Health Culture and Sports Directorate

- d) Library and Documentation Directorate
- e) Directorate of Construction and Technical Affairs
- f) IT Department
- g) Career Center Directorate
- i) Disabled Student Representative.

(2) Vice Rector is the chairman of the board of directors. The term of office of the board members is 3 years. The member whose term of office has expired can be reassigned. The decisions taken by the Board of Directors come into effect upon the proposal of the Vice Rector and the approval of the Rector.

(3) The Board of Directors meets normally at least once in each academic term, and when necessary, convenes extraordinarily upon the call of the Chairman of the Board of Directors.

(4) The Board of Directors may call the academic and administrative staff of the university for meetings in order to benefit from their expertise or knowledge, if it deems necessary. The personnel attending the meeting in this way do not have the right to vote.

SECTION THREE

Education Practices

Course Practices

Article 13- The procedures and principles of the course practices are determined as follows to eliminate the problems faced by students with disabilities due to their disability before, during and after the lesson, to ensure equal opportunities in education and to prevent success of students with disabilities from being adversely affected:

- a) In classrooms with hearing impaired students, regardless of whether or not they use hearing aids, the seating arrangement is made in such a way that they can easily see the lecturer during delivery.
- b) The lecturer who gives lectures / presentations in classes with hearing impaired students pays attention to be facing the class.
- c) Students with visual impairments are allowed to record the lessons with a voice recorder in which objective subjects are taught, except when personal opinions and discussions are held.
- ç) Since visually impaired students cannot benefit from visual materials, a verbal description is made about the materials in which these materials are used, and the visually impaired student is provided to comprehend the material.
- d) Classrooms with physically disabled students must be on the floors that are most convenient for these students.
- e) The lecturer who gives lectures / presentations in the classrooms where there are students with disabilities will prepare their presentations, the documents for cinevision, or overhead projector, etc. by taking into account the disability groups.

Exam Practices

Article 14- The procedures and principles of the exam practices to ensure equal opportunities in education by eliminating the problems faced by students with disabilities before, during and after the exam due to their disability, and to prevent the success of students with disabilities from being negatively affected are as follows:

- a) During the distribution of the examiners, it is considered whether there are students with disabilities to take the exam
- b) During the determination of the exam places, the exams of the courses with physically disabled students are made in accessible environments,
- c) In cases of disability determined by the report, additional time is given to students in cooperation with university disabled student units,
- ç) It is ensured that the announcements, reminders or corrections to be made by the examiners about the exam or questions are made by considering the disability conditions of the students with disabilities,
- d) In case of need, students with disabilities are provided to enter the exams with aids (Hearing Devices, Telescopic Glasses, Prismatic Glasses, Magnifying Glass etc.),
- e) In case of need, students with disabilities are provided to write their exams in computer.
- f) For students with partial visual loss or low vision, the question booklet or the question sheet is prepared in 16 - 18 font size or larger,
- g) It is ensured that students with such disabilities as vision, hearing, attention deficit, hyperactivity, dyslexia - dysgraphia etc. are examined individually in the exam halls where they will not be disturbed by others and do not disturb others.
- h) In case of need, students with disabilities are allowed to take exams with medicines, medical supplies or fluids (Insulin Pump, etc.),
- i) If needed, students with disabilities are allowed to go to the toilet under the supervision of the examiner during the exam.

Miscellaneous and Final Provisions

Cases with no provisions

Article 13- The decisions of the University Administrative Board are valid for matters not included in this Directive.

Force

Article 14- This Directive comes into force from the date of the Senate's acceptance.

Execution

Article 15- The Rector executes the provisions of this directive.