

BEYKOZ UNIVERSITY

DIRECTIVE ON THE OFFICE FOR DISABLED STUDENT COUNSELLING AND COORDINATION

Approving Authority, Date and Number: Senate, 26.04.2023 / 09

Amendments: Senate,

Revision Control Date:

SECTION ONE

General Provisions

Purpose

Article 1 – (1) The purpose of this Directive is to determine the working principles, procedures, and regulations of the committees that will prepare the academic and physical environment necessary to facilitate the educational life of students with disabilities at the University, thereby ensuring their full participation in all educational processes.

Scope

Article 2 – (1) This Directive covers the establishment of the Beykoz University Office for Disabled Student Counselling and Coordination and the provisions regarding the duties and areas of activity of this Office.

Basis

Article 3 – (1) This Directive has been prepared in accordance with the provisions of the *Regulation on the Counselling and Coordination for the Disabled in Higher Education Institutions* published in the Official Gazette No. 27672 dated 14 August 2010.

Definitions

Article 4 – (1) The following terms in this Directive refer to:

- a) *University*: Beykoz University.
- b) *Rector*: The Rector of Beykoz University.
- c) *Regulation*: The *Regulation on the Counselling and Coordination for the Disabled in Higher Education Institutions* published in the Official Gazette No. 27672 dated 14 August 2010.
- ç) *Office for Disabled Student Counselling and Coordination*: The office established in accordance with Article 5 of this Directive.
- d) *Disabled Student*: A higher education student who, due to congenital or acquired physical, mental, psychological, emotional, or social impairments, experiences difficulties in adapting to social life and meeting daily needs, and therefore requires protection, care, rehabilitation, counselling, or support services.

Formation of the Office, Term of Office of Members

Article 5 – (1) The Office for Disabled Student Counselling and Coordination is established under the supervision and responsibility of the Vice Rector in charge of Education and Training Processes, and consists of the following members:

- a) The *Office Coordinator*, appointed by the Rector for a term of three years to fulfil the duties defined in Article 7.
- b) *Advisors for Disabled Students* appointed by the Rector upon the recommendation of deans and directors of institutes, faculties, schools, and vocational schools.
- c) The Directors of the following administrative units: Student Affairs, Health, Culture and Sports, Library and Documentation, Construction and Technical Works, Administrative Support Services, Information Technology, and Career Centre.
- ç) One *Disabled Student Representative*, selected from among the disabled students by the Office Coordinator.

(2) The term of office for the Office Coordinator and the Academic Unit Representatives is three (3) years from the date of appointment. In case of early termination for any reason, a new appointment is made using the same procedures.

(3) The term of the Administrative Unit Directors continues as long as they hold their respective positions. A newly appointed director automatically assumes these duties.

Duties and Powers of the Office

Article 6 – (1) The Office carries out the duties defined in Article 12 of the *Regulation on the Counselling and Coordination for the Disabled in Higher Education Institutions*, including:

- a) Identifying students with disabilities during registration and creating a database.
- b) Determining and addressing the educational, administrative, financial, physical, housing, social, and other needs of disabled students during their studies, and ensuring coordination among relevant university units to remove barriers.
- c) Taking measures to adapt educational programs, classrooms, and facilities to the needs of disabled students, providing necessary equipment, preparing special learning materials, and ensuring accessibility in educational, research, and accommodation environments.
- ç) Publishing informative materials for students and academic staff about disabilities and related adjustments, providing consultancy services, and organizing in-service training when necessary.
- d) Developing programs, projects, seminars, and conferences to increase awareness and sensitivity regarding disability issues.
- e) Preparing and implementing an annual work program, determining the required budget, and submitting the annual activity report to the supervising Vice Rector.
- f) Establishing a website that enables disabled students to communicate their problems and needs, and to reach relevant university units.
- g) Monitoring the implementation of decisions and strategies adopted by the Office.
- ğ) Supporting the free provision of assistive devices and materials for students with financial difficulties.
- h) Ensuring fair and equitable assessment and evaluation for all students by providing necessary measures such as additional time, appropriate space, materials, or reader/assistant support during exams, considering the nature of the disability.
- ı) Preparing informative materials about employment opportunities and professions for disabled students and ensuring that such information reaches them.
- i) Ensuring that all university campuses, buildings, and open areas are accessible to disabled students.

Office Coordinator

Article 7 – (1) The duties of the Office Coordinator are as follows:

- a) To represent the Office.
- b) To coordinate all activities of the Office.
- c) To ensure that services are delivered effectively, evaluated, and improved in accordance with the objectives of the Office.
- ç) To ensure the preparation of the annual work report and the draft program for the following year, and to submit them to the relevant authorities.
- d) To appoint one disabled student as the *Disabled Student Representative*.

SECTION TWO

Miscellaneous and Final Provisions

Cases Not Provided For

Article 10 – (1) In matters not covered by this Directive, the decisions of the University Administrative Board and the provisions of the *Regulation on the Counselling and Coordination for the Disabled in Higher Education Institutions* shall apply.

Enforcement

Article 11 – (1) This Directive enters into force on the date it is approved by the Senate.
(2) With the entry into force of this Directive, the previous directive dated 30.05.2019 / 5 is repealed.

Execution

Article 12 – (1) The provisions of this Directive are executed by the Rector of Beykoz University.