

BEYKOZ UNIVERSITY
DIRECTIVE ON THE COORDINATION OFFICE FOR AN ACCESSIBLE
UNIVERSITY AND DISADVANTAGED GROUPS

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CHAPTER ONE
General Principles

Purpose

Article 1- (1) The purpose of this Directive is to regulate the procedures and principles governing the activities to be carried out in order to ensure the equal, accessible, and inclusive participation of students belonging to disadvantaged groups, primarily students with disabilities, enrolled at Beykoz University, in educational, administrative, physical, digital, and social domains.

(2) For this purpose, the Coordination Office for an Accessible University and Disadvantaged Groups is hereby established to ensure the planning, implementation, monitoring, and development of activities aimed at students with disabilities and disadvantaged groups, and such activities shall be carried out with the support of the Commission

Scope

Article 2- (1) This Directive covers the provisions concerning the establishment, duties, powers, and responsibilities of the Beykoz University Coordination Office for an Accessible University and Disadvantaged Groups, its working procedures and principles, as well as the structure and functioning of the Support Commission for an Accessible University and Disadvantaged Groups operating under the Coordination Office.

(2) This Directive also covers planning, monitoring, support, evaluation, and improvement activities directed toward disadvantaged groups, primarily students with disabilities.

Legal Basis

Article 3- This Directive has been prepared in accordance with the Regulation on Counseling and Coordination for Students with Disabilities in Higher Education Institutions and other relevant legislation currently in force.

Definitions

Article 4- (1) In this Directive, the following terms shall mean:

- a) University: Beykoz University,
- b) Rector: The Rector of Beykoz University,
- c) Regulation: The Regulation on Counseling and Coordination for Students with Disabilities in Higher Education Institutions, published in the Official Gazette dated 14/08/2010 and numbered 27672,
- ç) Coordination Office: The Coordination Office for an Accessible University and Disadvantaged Groups established pursuant to Article 5 of this Directive,

- d) Commission: The Support Commission for an Accessible University and Disadvantaged Groups operating under the Coordination Office,
- e) Student with Disabilities: A higher education student who, due to congenital or acquired physical, mental, psychological, sensory, or social impairments of varying degrees, experiences difficulty in adapting to social life and meeting daily needs, and who requires support services,
- f) Disadvantaged Groups: Students who experience difficulties in equal and effective participation in educational processes due to socio-economic, cultural, linguistic, digital, or academic reasons, primarily including individuals with disabilities.

CHAPTER TWO

Structure, Duties, and Working Procedures of the Coordination Office and the Commission

Establishment of the Coordination Office and Term of Office of Members

Article 5- (1) The Coordination Office for an Accessible University and Disadvantaged Groups shall operate under the supervision and responsibility of the Vice Rector responsible for Education and Instruction Processes and shall consist of the following members:

- a) A **Coordinator**, appointed by the Rector for a term of three years to perform the duties defined in Article 6,
 - b) Academic unit representatives appointed by the Rector upon the recommendation of deans and directors of faculties, schools, and vocational schools,
 - c) Administrative unit representatives assigned by their respective units from among staff working in the Directorate of Student Affairs, Directorate of Health, Culture and Sports, Directorate of Library, Documentation and Archives, Directorate of Construction, Technical and Administrative Support Services, and Directorate of Information Technologies,
 - ç) A student representative selected by the Coordinator from among students with disabilities.
- (2) The term of office of the Coordinator and academic unit representatives shall be three years from the date of appointment. In the event that a member leaves office for any reason before the expiration of the term, a new appointment shall be made in the same manner.
- (3) The term of office of administrative unit representatives shall be limited to the duration of their service in the relevant position. In the event of a change of duty, a new representative shall be appointed by the relevant unit.

Duties and Powers of the Coordination Office

Article 6- (1) The Coordination Office for an Accessible University and Disadvantaged Groups shall fulfill the duties defined in the relevant legislation and regulations currently in force concerning students with disabilities and disadvantaged groups. In addition, within the scope of this Directive, it shall plan, implement, monitor, evaluate, and develop recommendations for continuous improvement of inclusive and accessible university practices.

- (2) Within this framework, the Coordination Office shall;
- a) Identify students with disabilities who enroll at the University and record the necessary information,

- b) Determine the educational, assessment and evaluation, administrative, physical, digital, and social needs of students with disabilities and disadvantaged groups; develop solutions to meet these needs and work in coordination with relevant academic and administrative units,
 - c) Support arrangements aimed at increasing the accessibility of educational and learning environments and carry out activities related to adaptations of tools, materials, and physical spaces,
 - ç) Conduct information, awareness-raising, and counseling activities for students and academic staff, as well as in-service training activities when deemed necessary,
 - d) Organize or contribute to projects, programs, and activities aimed at developing an inclusive university culture; and coordinate application, monitoring, evaluation, and improvement processes conducted under the Council of Higher Education's Accessible University initiatives on behalf of the University,
 - e) Prepare the annual activity plan and activity report of the Coordination Office, determine necessary budget requirements, and submit them to the relevant Vice Rector,
 - f) Establish and operate accessible communication channels through which students with disabilities may convey their opinions, requests, and suggestions,
 - g) Monitor and evaluate the implementation of decisions taken and practices determined,
 - ğ) Carry out activities to support access to assistive tools and equipment for students with disabilities experiencing financial hardship,
 - h) Coordinate the implementation of necessary reasonable accommodations in assessment and evaluation processes in order to ensure equality of opportunity,
 - ı) Contribute to information and guidance activities regarding post-graduation employment processes of students with disabilities,
 - i) Develop improvement proposals aimed at increasing the accessibility of university campuses and digital learning environments,
 - j) Represent the University before relevant institutions and organizations within the scope of Coordination Office activities,
 - k) Evaluate applications received from students with disabilities and disadvantaged groups and share them with relevant units.
- (3) The Coordinator shall be responsible for the effective execution of the duties of the Coordination Office. The Coordinator shall ensure coordination between academic and administrative units and shall work in cooperation with the Big Data Coordination Office in monitoring, evaluation, and reporting processes.
- (4) To determine indicators for evaluating the effectiveness of physical, academic, and digital accommodations implemented within the scope of accessible university practices; to conduct surveys and monitoring activities incorporating student and stakeholder feedback; and to develop improvement recommendations based on the findings.
- (5) To ensure compliance with accessibility principles in digital learning environments, distance and hybrid education processes; to monitor accessibility levels of such environments; and to cooperate with relevant units regarding necessary accommodations.

Duties of the Support Commission for an Accessible University and Disadvantaged Groups

Article 7- (1) The Support Commission shall perform the following duties to provide consultation, evaluation, and contributions to the activities of the Coordination Office:

- a) Evaluate activities carried out for students with disabilities and disadvantaged groups and develop opinions and recommendations regarding their effectiveness,
- b) Provide opinions on the annual activity plan and activity reports prepared by the Coordination Office,
- c) Provide data, evaluation, and recommendations for reports to be submitted annually to the Council of Higher Education,
- ç) Contribute to evaluation and reporting activities forming inputs to sections related to students with disabilities and disadvantaged groups in the University's Institutional Internal Evaluation Report (IIER),
- d) Develop improvement recommendations based on monitoring and evaluation results and submit them to the Coordination Office,
- e) Propose measures to strengthen coordination among academic and administrative units when deemed necessary.

(2) The Support Commission shall work in coordination with the Coordination Office; decisions and recommendations shall be communicated to relevant units through the Coordination Office.

(3) Meetings of the Support Commission shall be chaired by the Vice Rector when in attendance, and otherwise by the Coordinator.

(4) To monitor the implementation process of recommendations developed by the Support Commission, evaluate outcomes of activities carried out, and report findings to the Coordination Office and relevant boards.

Meeting and Working Procedures

Article 8- (1) The Support Commission shall convene at least twice a year.

(2) Extraordinary meetings may be convened upon the call of the Coordinator when deemed necessary.

(3) Meetings shall be held with an absolute majority; decisions shall be taken by the majority of members present.

(4) Decisions taken at meetings shall be recorded in minutes and monitored by the Coordination Office.

Confidentiality and Ethical Principles

Article 9- (1) Information, documents, and data obtained within the scope of activities of the Coordination Office and the Commission shall be processed, stored, and protected in accordance with the principles of confidentiality, ethical standards, and the relevant legislation on the protection of personal data.

(2) Personal and sensitive data relating to students with disabilities and disadvantaged groups shall be accessed only by authorized persons and solely to the extent required for service provision.

(3) Such data shall not be shared with third parties except with the explicit consent of the data subject or in cases of legal obligation.

CHAPTER THREE

Miscellaneous and Final Provisions

Cases Not Regulated

Article 10- (1) In cases not regulated under this Directive, decisions of the University Executive Board and the provisions of the relevant legislation and regulations concerning students with disabilities currently in force shall apply.

Entry into Force

Article 11- (1) This Directive shall enter into force on the date of its approval by the Senate.

Repealed Directive

Article 12- (1) Upon the entry into force of this Directive, the Beykoz University Directive on the Counseling and Coordination Unit for Students with Disabilities (Senate: 26.04.2023/09) shall be repealed.

Enforcement

Article 13- (1) The provisions of this Directive shall be enforced by the Rector of Beykoz University.