

# **DIRECTIVE ON DISABLED STUDENTS UNIT**

## **SECTION ONE**

### **Purpose, Scope, Legal Basis, Definitions and General Principles**

#### **Purpose**

ARTICLE 1 - (1) The purpose of this directive is to take the necessary measures to solve the accessibility problems encountered by students with disabilities who are entitled to receive education at any program of Istanbul Technical University and to regulate the working principles and procedures of the Istanbul Technical University Disabled Students Unit, which was established to work in this direction.

#### **Scope**

ARTICLE 2 - (1) This directive contains the working procedures and principles of the Disabled Students Unit, which was established in Istanbul Technical University and carry out its activities under the supervision and chairmanship of the Vice Rector in charge of education.

#### **Legal Basis**

ARTICLE 3 - (1) This directive has been prepared in accordance with Article 11 of the Higher Education Institutions Disability Consultation and the Coordination Regulation, which was prepared in compliance with the Article 15 of the Law No. 5378 on Disabled Persons dated 01.07.2005.

#### **Definitions**

ARTICLE 4 - (1) The terms that appear in this Directive shall mean the following:

- a) Unit: Istanbul Technical University Disabled Students Unit,
- b) Disabled Student: A student who needs consultancy and support services throughout their education due to losing their physical, mental, spiritual, sensory and social abilities, congenital or acquired, to various degrees and affected by the attitudes of other individuals and environmental conditions that restrict their full and effective participation in the society on equal terms with other individuals,
- c) Istanbul Technical University Higher Education Units: All affiliated faculties, institutes, schools, and directorates of Istanbul Technical University,
- d) Unit Coordinator: Istanbul Technical University Disabled Students Unit Coordinator,
- e) Academic Advisor: Faculty members working in the Disabled Students Unit,
- f) Psychological Counsellor: Psychologists and experts who work in Disabled Students Unit and perform the counselling service,
- g) Experts from various disciplines to work on disability: Experts to cooperate with in efforts to overcome behavioural, emotional, and medical challenges that disabled students may encounter when participating in education and social life in Higher Education programs,
- h) Rector: The Rector of Istanbul Technical University,
- i) University: Istanbul Technical University,
- j) Senate: The Istanbul Technical University Senate.

## **General Principles**

ARTICLE 5 - (1) The following principles are followed in the fulfilment of the services specified within the scope of this directive:

- a) According to the nature of students' needs and disabilities, necessary arrangements are made to ensure that students with disabilities can receive education in an integrated environment with all students under equal and accessible conditions.
- b) Opinions of disabled students, their families, non-governmental organizations working on the rights of disabled students, academicians from various disciplines within the university and different universities are taken into consideration when making decisions related with students with disabilities. Their experience is considered, and cooperation can be provided when necessary.
- c) All kinds of arrangements and services to be made by all units of Istanbul Technical University for disabled students are carried out under the coordination and consultation of the Disabled Students Unit.

## **SECTION TWO**

### **Operation, Structure and Working Principles of the Disabled Students Unit**

#### **Operation of The Disabled Students Unit**

ARTICLE 6 – (1) Istanbul Technical University Disabled Students Unit is chaired by a vice rector in charge of education and is appointed by the Rector of Istanbul Technical University. The unit includes at least one academic advisor, one psychological counsellor and experts from various disciplines (sociologists, social workers, special education specialists, specialists working in medical departments). Student representatives and disabled student representatives can be invited to the meetings in order for them to take active part in decision making process and arrangements to be done. Academicians working in different disciplines attend the meeting to exchange opinions.

(2) The unit reports directly to the Rectorate. Unit members are appointed by the Rector of Istanbul Technical University for three years, unit members whose terms of office have expired can be reappointed.

#### **Disabled Students Unit Coordinator**

ARTICLE 7 – (1) Disabled students unit coordinator coordinates the implementation of the decisions to be taken in the Disabled Students Unit of Istanbul Technical University, supervises the work done, and works in cooperation with the staff of the Departments, Faculty Deanships, Institute and School Directorates to carry out necessary arrangements and adaptations for students with disabilities.

#### **Academic Advisor**

ARTICLE 8 – (1) The academic advisor communicates the adaptations made for students who continue their education in the university's higher education programs to the faculty members, works in cooperation with the Disabled Students Unit Coordinator to ensure the academic

conditions to consider in the adaptations to be made in line with the students' needs, and advises faculty members and disabled students.

### **Psychological Counsellor**

ARTICLE 9 – (1) Psychological Counsellor interviews with students with disabilities to overcome their behavioural and emotional difficulties that may arise while participating in academic and social life in the university's higher education programs and provides support as a consultant and practitioner in social responsibility projects and awareness studies within the scope of the activities of the Disabled Students Unit.

### **Experts from various disciplines**

#### **ARTICLE 10 – (1)**

Experts from various fields interview with students with disabilities to overcome the behavioural, emotional, technological, and medical difficulties that may arise while participating in academic and social life in the university's higher education programs. They provide consultancy within the scope of the works carried out by the Disabled Students Unit and can support events to be held in social responsibility projects, awareness studies and similar areas as an organizer and consultant.

### **Duties of the Unit**

ARTICLE 11 – The duties of the Istanbul Technical University Disabled Students Unit are as follows:

- a) Obtaining student information who are entitled to study in higher education programs of the university from the Registrar's Office, determining the needs of the students with disabilities regarding scholarship, accommodation, education as well as administrative, physical, social and similar areas while continuing their education and taking measures to meet these needs, identifying problems, offering solutions, and making the necessary arrangements in coordination with other units and departments at the University,
- b) Working on the adaptation of the higher education programs in accordance with the needs of students with disabilities, the provision of tools and equipment for the disabled, the preparation of course materials, and the arrangements of appropriate accommodative, academic and research environment,
- c) Preparing informative publications about the disabled for the academic staff and students, defining the disabled and disability for the academic staff, preparing documents about the problems encountered by students with disabilities and the necessary regulations to be made, raising disability awareness, providing consultancy and in-service training to the University staff when necessary,
- d) Preparing the work program of the unit, presenting the annual budget draft and annual activity report to the Istanbul Technical University Vice Rector,
- e) Developing programs and projects, organizing seminars, conferences, and similar activities in order to raise awareness about disability,
- f) Preparing an accessible website which contains information, publications, and documents regarding the issues within the remit of the Unit and which allows the

students with disabilities to express their problems and wishes and to communicate with the unit,

- g) Supervising the implementation of the decisions and strategies in the fields of disability and accessibility,
- h) Working on the provision of necessary tools and equipment to help students with financial problems to continue their education,
- i) Making and implementing regulations to include the methods and accessibility solutions for the individuals with different learning styles in higher education degree programs by embedding these methods and solutions in the courses and educational programs of appropriate areas.
- j) For the full participation of the students with disabilities in academic life, offering solutions for the needs of students like exam duration, venue, material, assistant, reader, writer, and marker, ensuring that all students are subject to fair and right assessment with equal opportunities in education, cooperating with the related units to take the necessary measures and making arrangements considering the differences arising from the nature of the disability, and providing consultancy to the academic staff,
- k) With the help of relevant units, preparing informative documents about employment opportunities and occupations and ensuring that they are delivered to the students with disabilities,
- l) Making university campuses and the buildings and open spaces in the campuses healthy, safe, accessible not only for students with disabilities, but also for everyone.

### **SECTION THREE**

#### **Miscellaneous and Final Provisions**

##### **Situations for which there are no provisions**

ARTICLE 12 – (1) Regarding issues not covered in this directive, the decisions of the Senate and related units are implemented by conferring with Unit for Disabled Students Coordinator.

##### **Abolished Legislation**

ARTICLE 13 – (1) As of the effective date of this directive, the Istanbul Technical University Disabled Student Counselling Unit Directive, which was approved at the meeting of the University Senate on 02.10.2009 and numbered 506, is no longer in effect.

##### **Enforcement**

ARTICLE 14 – (1) This Directive enters into force on the date it is ratified by the Istanbul Technical University Senate.

##### **Execution**

ARTICLE 15 – (1) The provisions of this Directive are executed by the Istanbul Technical University Rector.