

T.R.

ISTANBUL GELISIM UNIVERSITY

DISABLED ADVISORY AND COORDINATION UNIT DIRECTIVE

(Acceptance: Senate Decision No. 14 dated 06.12.2019)

CHAPTER ONE

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1- (1) The purpose of this Directive is to regulate the structuring and working principles of the Disabled Counseling and Coordination Unit to take the necessary measures and make arrangements in this direction to facilitate the educational processes of disabled students studying at Istanbul Gelisim University.

Scope

ARTICLE 2- (1) This Directive covers the formation of the unit and the duties, responsibilities, functioning, and activities within the scope of the measures to be taken and the studies to be carried out to ensure that disabled students and personnel receiving higher education at Istanbul Gelisim University do not have problems in academic and physical environments and to ensure their full participation in the educational processes. It covers the provisions regarding the fields.

Basis

ARTICLE 3- (1) This Directive is prepared based on Article 15 of the Law on Disabled Persons and Amendments to Certain Laws and Decree Laws dated 01.07.2005 and numbered 5378, and published in the Official Gazette dated 14.08.2010 and numbered 27672 and prepared by Article 11 of the Coordination Regulation.

Definitions

ARTICLE 4 - (1) In this Directive;

- a) University: Istanbul Gelisim University,
- b) Rector: Rector of Istanbul Gelisim University,

- c) Senate: Istanbul Gelisim University Senate,
- d) Unit: Higher Education Institutions Disabled People Consultation and Coordination, which came into force by being published in the Official Gazette dated 14.08.2010 and numbered 27672. Disabled Advisory and Coordination Unit established at Istanbul Gelisim University by Article 11 of the Regulation,
- d) Unit Members: Members of the Disabled Advisory and Coordination Unit of Istanbul Gelisim University,
- e) Disabled Student: Istanbul Gelişim University student who needs support in adapting to higher education life due to his disability,
- f) Exam: It refers to all exams held at Istanbul Gelisim University.

CHAPTER TWO

Unit Bodies and Administrative Structure

Unit Bodies

ARTICLE 5 - (1) The administrative bodies of the unit consist of the Unit Head, Disabled Unit Coordination Board, Unit Executive Board, and administrative personnel appointed by the Rector. One administrative personnel serve as the secretary of the Disabled Unit Coordination Board and the Unit Executive Board.

Unit Administration and Duties

ARTICLE 6 - (1) The Unit is headed by the Vice-Rector responsible for the educational affairs of the University. If the President deems it necessary, he may appoint one of the members of the Board of Directors as Vice President.

(2) Duties of the President;

- a) The Disabled Unit invites the Coordination Board to meetings at least twice yearly and chairs the board.
- b) When necessary, the Unit calls the Board of Directors to a meeting and presides over the board.

- b) Ensures that the services in the unit are provided and developed in an orderly manner, by its purpose.
- c) Oversees that the administrative and academic staff of the unit carry out regular and efficient work in cooperation.
- d) Ensures that the unit's annual work report, the next year's work program draft, and the needs of the unit in this regard are presented to the Unit Board of Directors every year.
- d) Every year, the unit submits a report containing the activity and evaluation results prepared by the Disabled Coordination Board to the Rector's Office to be forwarded to the Presidency of the Council of Higher Education.

Disabled Unit Coordination Board

ARTICLE 7- (1) This board is chaired by the Vice-Rector appointed by the Rector of Istanbul Gelisim University, a Deputy General Secretary on the subject, Faculty/Institute/Vocational School coordinators specialized in the field of disabilities or close to the field of special education, and the relevant department. It consists of the Presidencies and an Occupational Health and Safety Specialist staff appointed by the Rector. One of the personnel appointed by the Rectorate serves as the secretary of the board.

Duties of the Disabled Unit Coordination Board

ARTICLE 8- (1) The duties of the Disabled Advisory and Coordination Unit of our University are as follows;

- a) To identify the needs of disabled students enrolled in university programs regarding education, training, scholarship, administrative, physical, housing, social and similar areas while they continue their education, and to determine the measures to be taken to meet these needs and to offer solutions to eliminate them, to make the necessary arrangements. To carry out in coordination with other units or departments at the university,
- b) To organize the education programs of disabled university students in a way that does not hinder their academic, physical, and social lives, to adapt to the educational environment in which the disabled student attends, to provide equipment for the disabled, to prepare special course materials, to provide services suitable for the disabled. To organize education, research, and hosting environments and to work to create a barrier-free university environment,

- c) To carry out publication activities for students and faculty members at higher education level, to prepare documents explaining and informing faculty members about disability, its limitations and the arrangements that need to be made, to raise the level of awareness, providing consultancy services to those concerned, providing in-service training, when necessary,
- d) Developing programs and projects to increase the level of awareness and sensitivity in the field of disability, organizing seminars, conferences, and similar activities,
- d) Preparing and executing the work program of the unit, meeting the budget requirements for the activities. To determine and prepare the annual activity report and submit it to the Vice-Rector to whom it is affiliated to be discussed in the Disabled Unit Coordination Board, To create a WEB site that allows communication with the relevant unit,
- f) To supervise the implementation of the decisions taken and the determined strategies,
- g) To work towards the free supply of auxiliary equipment for disabled students with financial difficulties,
- g) To measure all students fairly and accurately. And evaluation, to ensure equality of opportunity and to make the education process meaningful for students with disabilities; To provide the disabled student with time, place, materials, and accompanying readers for the exams and to take the necessary precautions and make arrangements according to the differences arising from the nature of the disability,
- h) To take measures to ensure that studies are carried out on the preparation of informative books that provide information about employment opportunities and professions and that these are delivered to disabled students,
- i) To identify disabled students who are successful in our university's programs during registration,
- i) To ensure that the university campus and the buildings and open areas on the campus are accessible to disabled students.
- j) To determine all the problems related to the disabled and their needs within the framework of the annual work program and to make recommendations to the Unit Board of Directors for the implementation by preparing annual reports. Unit Board of Directors

ARTICLE 9- (1) Unit Board of Directors Under the chairmanship of the Vice-Rector, it consists of the Deputy Secretary General, who is a member of the coordination board, an Occupational Health and Safety Expert, and four faculty members selected from among the Disabled Unit Coordination Board members.

Duties of the Unit Board of Directors

ARTICLE 10 - (1) The Unit Board of Directors discusses the proposals of the Disabled Unit Coordination Board and all problems related to the disabled and submits them to the Rectorate for approval to fulfill those deemed appropriate and take the necessary measures.

CHAPTER THREE

Validity and Execution Repealed Directive

ARTICLE 11- (1) With the entry into force of this Directive, the Istanbul Gelisim University Disabled Advisory and Coordination Unit Directive, which came into force with the Senate Decision No. 7 dated 24.06.2015, has been abolished.

Enforcement

ARTICLE 12- (1) This Directive enters into force on the date it is accepted by the Senate of Istanbul Gelisim University.

Execution

ARTICLE 13- (1) The provisions of this Regulation shall be executed by the Rector of Istanbul Gelisim University.