

T.R.
ISTANBUL GELISIM UNIVERSITY
DISABILITY CONSULTATION AND COORDINATION OFFICE DIRECTIVE
(Adoption: Senate Decision dated 06.12.2019 and numbered 14)
FIRST SECTION
Aim, Scope, Basis, and Definitions

Aim

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

Scope

ARTICLE 2- (1) This instruction covers the formation of the unit and the provisions regarding the duties, responsibilities, operations and fields of activity within the scope of the measures to be taken and the studies to be carried out in order to ensure that disabled students and personnel studying at Istanbul Gelisim University do not have problems in academic and physical environments and to ensure their full participation in the teaching processes.

Basis

ARTICLE 3- (1) This Directive has been prepared in accordance with Article 11 of the Higher Education Institutions Disabled People Consultation and Coordination Regulation published in the Official Gazette dated 14.08.2010 and numbered 27672, which was prepared based on Article 15 of the Law on Disabled People and Amendments to Certain Laws and Decree Laws dated 01.07.2005 and numbered 5378.

Definitions

ARTICLE 4- (1)The definitions in this Directive refer to:

- a) University: Istanbul Gelisim University,
- b) Rector: Rector of Istanbul Gelisim University,
- c) Senate: Senate of Istanbul Gelisim University,
- ç) Unit: Disability Consultancy and Coordination Unit established at Istanbul Gelisim University in accordance with Article 11 of the Higher Education Institutions Disability Consultancy and Coordination Regulation published and enacted in the Official Gazette dated 14.08.2010 and numbered 27672,
- d) Unit Members: Istanbul Gelisim University Disability Counseling and Coordination Unit Members,
- e) Disabled Student: Istanbul Gelisim University student who needs support in adapting to higher education life due to his/her disability,
- f) Exam: All exams held at Istanbul Gelisim University.

SECTION TWO

Unit Bodies and Administrative Structure, Duties of the Unit

Bodies of the Unit

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

Head of Unit and Duties

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

(2) Duties of the President;

- a) The Disability Unit calls the Coordination Board to a meeting at least twice a year and chairs the board.
- b) When necessary, the Unit calls the Board of Directors to a meeting and chairs the board.
- b) Ensures that the services in the unit are provided and developed regularly in accordance with its purpose.
- c) The department ensures that its administrative and academic staff carry out regular and efficient work in cooperation.
- ç) Ensures that the annual work report of the unit, the draft work program of the following year and the needs of the unit in this direction are submitted to the Unit Board of Directors every year.
- d) Each year, submits a report containing the results of the activities and evaluations prepared by the Disability Coordination Board to the Rectorate to be forwarded to the Presidency of the Council of Higher Education.

Disabled Unit Coordination Board

ARTICLE 7- (1) This board consists of a Deputy Secretary General, faculty/institute/school coordinators who specialize in the field of disabled people or specialize in the field of special education and department heads and an Occupational Health and Safety Specialist assigned by the Rector, under the chairmanship of the Vice Rector appointed by the Rector of Istanbul Gelisim University. One of the staff assigned by the Rectorate is the secretary of the board.

Duties of the Disability Unit Coordination Board

ARTICLE 8- (1) The duties of the Disability Consultation and Coordination Unit of our University are as follows:

- a) To determine the needs of disabled students enrolled in university programs related to education, training, scholarship, administrative, physical, housing, social and similar fields while continuing their education and to propose solutions to determine and eliminate the measures to be taken to meet these needs, to make the necessary arrangements in coordination with other units or departments at the university,
- b) In order to organize the education programs of disabled university students in a way that

does not hinder their academic, physical and social lives, studies are carried out to adapt the educational environment in which disabled students attend, to provide equipment for disabled people, to prepare special course materials, to organize education, research and hosting environments suitable for disabled people and to create a barrier-free university environment,

- c) To carry out publication activities for students and instructors at the higher education level, to prepare a document explaining and informing the instructors about the disability and its limitations and the arrangements to be made, to increase the level of awareness, to provide consultancy services to those concerned, to provide in-service training when necessary,
- ç) To develop programs and projects to increase the level of awareness and sensitivity in the field of disability, to organize seminars, conferences and similar activities,
- d) To prepare and carry out the work program of the unit, to determine the necessary budget needs for the activities and to prepare the annual activity report and to submit it to the Vice-Chancellor to whom it is affiliated for discussion in the Coordination Board of the Disability Unit,
- e) To create a website that includes publications, documents and information about the parties of the disabled student units of our university in the fields of duty and activity, allows disabled students studying at universities to express their problems and wishes, and allows communication with the relevant unit,
- f) To supervise the implementation of the decisions taken and the strategies determined,
- g) To work for the free supply of auxiliary equipment of disabled students with financial difficulties,
- ğ) In order to subject all students to fair and accurate measurement and evaluation, to ensure equality of opportunity and to make the education process meaningful for disabled students; to provide the disabled student with time, space, material, accompanying readers related to the exams and to take the necessary measures and make arrangements according to the differences arising from the nature of the obstacle,
- h) To take measures to prepare informative books that provide information about employment opportunities and professions and to ensure that they are delivered to students with disabilities,
- ı) To identify the disabled students who have won the programs of our university during registration,
- i) To ensure that the university campus and the structures and open spaces on the campus are accessible to students with disabilities.
- j) To identify all problems related to the disabled, needs within the framework of the annual work program and to prepare annual reports and make suggestions to the Unit Management Board for the realization of the implementation
- k) To submit a report containing the results of the activities and evaluations to be prepared every year to the Presidency of the Council of Higher Education.

Unit Board of Directors

ARTICLE 9- (1) The Unit Board of Directors consists of four instructors to be elected by the Deputy Secretary General, Occupational Health and Safety Specialist and Disability Unit Coordination Board members, who are members of the coordination board, under the chairmanship of the Vice-Chancellor.

Duties of the Board of Directors

ARTICLE 10- (1) The Unit Board of Directors discusses the recommendations of the Disability Unit Coordination Board and all problems related to the disabled and submits them to the approval of the Rectorate for the fulfillment of the appropriate ones and the necessary measures to be taken.

SECTION THREE

Entry into Force and Execution

Repealed Directive

ARTICLE 11-(1) With the entry into force of this Directive, the Istanbul Gelisim University Disability Counseling and Coordination Unit Directive, which entered into force with the Senate Decision dated 24.06.2015 and numbered 7, has been repealed.

Enforcement

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

Execution

ARTICLE 13- (1) This Directive is executed by the Rector of Istanbul Gelisim University.