

**ALTINBAŞ UNIVERSITY**  
**DIRECTIVE FOR DISABLED STUDENTS**  
**SUPPORT UNIT**

**Objective**

**Article 1-** (1) The objective of this Directive is to set forth the rules and regulations with regard to the establishment, duties, rights and responsibilities of, and activities conducted by the disability support unit founded under the name of “Disabled Students Support Unit”, serving within the structure of Altınbaş University

**Basis**

**Article 2-** (1) This Directive is prepared based upon the Article 11 and Article 12 of the Regulation on Counselling and Coordination for Disabled Students in Higher Education Institutions of August 14, 2010, which has been prepared based upon the Article 15 of Law No. 5378 of July 1<sup>st</sup>, 2005 on Disabled People.

**Definitions**

**Article 3-** (1) the following terms are used in this Directive with the meanings specified;

- a) University: Altınbaş University,
- b) President: President of Altınbaş University,
- c) University Administrative Board: Administrative Board of Altınbaş University,
- d) HCS: Health, Culture and Sports Department operating under Altınbaş University,
- e) Head: Head of the Unit founded under the name of “Disabled Students Support Unit”,
- f) Unit: Unit founded under the name of “Disabled Students Support Unit”,
- g) Commission: Commission set up by Disabled Students Support Unit,
- h) Undergraduate School/Graduate School/Vocational School Coordinator: Faculty member/instructor responsible of establishing cooperation between the Disabled Students Support Unit and Undergraduate Schools/Graduate Schools/Vocational Schools,
- i) Disabled student: A person who has difficulty adapting to social life and meeting his/her daily needs, who is in constant need of protection, care, rehabilitation, counselling and support due to an impairment or limitation by a physical, mental, cognitive, or developmental condition, innate or acquired.

**Structure and Operation**

**Article 4-** (1) Operating bodies of the Commission are: Head of Unit, Commission and Undergraduate School/Graduate School/Vocational School Coordinators.

(2) The Unit shall carry out its duties and responsibilities under the chairmanship of a Vice-President appointed by the President for a term of 3 years.

- (3) Commission consists of Undergraduate School/Graduate School/Vocational School Coordinators, HCS manager, a psychologist from Counselling and Psychological Services, Construction and Technical Works manager and Student Council HCS representative.
- (4) Head of Unit shall also serve as the Head of Commission.
- (5) Members of the Commission shall be appointed by the President for a term of 3 years. They may be reappointed when their term is over.
- (6) Commission shall hold at least one regular meeting during each academic term. Head of Unit can call for extraordinary Commission meetings, when circumstances require.

### **Duties and Responsibilities of the Unit**

**Article 5-** (1) As set forth in the Article 12 of the Regulation on Counselling and Coordination for Disabled Students in Higher Education Institutions, the Unit shall perform the following duties:

- a. To identify disabled student needs in terms of academic, administrative, physical, psychological, social aspects and in relation to accommodation/housing,
- b. To meet disabled student needs that might arise during their academic life; to provide respective units with the necessary information and advice so as to make the University physically, academically and socially more accessible to disabled students,
- c. To create a database on disabled students,
- d. To improve and facilitate communication between disabled and non-disabled students,
- e. To provide guidance to faculty, staff and non-disabled students in terms of communicating and establishing relationships with disabled students,
- f. To take action to provide disabled students experiencing financial difficulties with the necessary equipment that can help them continue their studies,
- g. To consider the requests of disabled students,
- h. To present opinions to all academic and administrative units of the University regarding disabled student rights and needs,
- i. To coordinate disability-related events and activities conducted by various units/departments of the University,
- j. To hold various disability-related seminars, conferences and similar events/activities,
- k. To prepare disability awareness pamphlets, leaflets and brochures,
- l. To ensure that students' work and progress are fairly and effectively evaluated and measured, regardless of who they are; to submit suggestions or ideas to the University Administration with the aim of making the necessary adjustments to minimize the difficulties disabled students might confront during their studies – based on their requests and/or needs; disabled students might be provided with a separate room with an invigilator, extra time to complete the examination, homework or projects, note-taker, course partnership, technical assistance materials etc. – and provide them with equal access right to each type of physical conditions, academic practices and social activities,
- m. Prepare printed materials/have printed materials prepare in order to provide disabled students with information on employment opportunities and various jobs and professions,
- n. To monitor whether the decisions and strategies are being properly implemented,
- o. Prior to the Student Selection Examination, to prepare a report on higher education programs that provide appropriate academic accommodations to students with

- disabilities and submit this report to the Student Selection and Placement Center,
- p. To prepare Disabled Students Support Unit annual activity report and submit it to the Council of Higher Education.

**Effective Date**

**Article 6 (1)** the provisions of this Directive shall be effective upon the date of approval of this Directive by Senate Decision of July 14, 2015.

**Execution**

**Article 7 (1)** The provisions of this Directive shall be executed by the President of Altınbaş University.

