

**İstanbul Bilgi University
Students with Disability Unit
Directive**

Accepting authority, date, and number : **Academic Board 04.01.2018, 7(1)**
Board of Trustees, 11.01.2018 (2535)
Annexes and amendments :
Annexes and amendment check :

Objective

Article 1 – The objective of this Directive is to regulate the Procedures and Principles regarding the works of the Students with Disability Unit established within the structure of İstanbul Bilgi University to facilitate the learning lives of the students with disability studying at İstanbul Bilgi University and to take the necessary precautions in this scope.

Justification

Article 2 – This Directive has been prepared on the basis of the articles 11 and 12 of the “*Consultancy and Coordination Regulations for Disabled Persons in Higher Education Institutions*” as published in the Official Gazette dated 14.08.2010 and numbered 27672.

Definitions

Article 3 – In this Directive, following terms shall have the definitions given to them below:

- a) President: the president of the unit established under the name of Students with Disability Unit,
- b) Unit: the unit established under the name of Students with Disability Unit,
- c) Rector: İstanbul Bilgi University Rector,
- ç) University: İstanbul Bilgi University,
- d) University Board of Directors: İstanbul Bilgi University Board of Directors.

Incorporation

Article 4 – The Unit consists of the academic and administrative personnel appointed by University Board of Directors under the presidency of Vice Rector appointed by the Rector.

Period of Office of the Members, Termination of Office, and Responsibility of the Members

Article 5 – (1) Unit members’ period of office is two years as of the date of their appointment.

(2) The membership of a member who fails to attend the Unit meetings without excuse three consecutive times ends.

(3) Appointment in lieu of a member whose office ends prior to the expiry of the assignment period for any reason is requested by the President from the University Board of Directors; a new member appointed this way completes the period of office of the member in place of whom he/she is appointed.

(4) The members are responsible for the fulfillment of the duties they have undertaken in accordance with the resolutions passed in the Unit meetings. The members are obliged to exhibit the due diligence and care in the businesses of the Unit and keep the information they have acquired regarding the students with disability unless a manifest approval of the respective student is received.

Duties and Authorizations of the Unit

Article 6 – (1) Save for the ones set out in article 12 of the Consultancy and Coordination Regulations for Disabled Persons in Higher Education Institutions, the duties of the Unit are as follows:

- a) Preparing informatory brochures for the student candidates,
- b) Determining the needs of the students with disability concerning the academic, administrative, physical, psychological, accommodative, and social areas,
- c) Furnishing recommendations to the respective units regarding the things required to be done for fulfilling the needs of the students with disability and increasing the University's accessibility in the physical, academic, and social areas,
- ç) Creating a database for the students with disability,
- d) Evaluating the demands of the students with disability,
- e) Providing opinions about the students with disability' rights and demands to the University's all units,
- f) Coordinating the activities carried out for the students with disability by the University's various units and ensuring that they are announced,
- g) Preparing brochures for the students with disability,
- ğ) Guiding the academic and administrative personnel as well as students in terms of the relations with students with disability,
- h) Preparing and updating an accessible website that contains the publications, information, and documents in regards to the issues that are within the Unit's duty and activity areas,
- ı) Organizing seminars, conferences, and similar activities,
- i) Inspecting the compliance with the decisions it has taken and the strategies it has determined,
- j) Performing works for the free-of-charge provision of the ancillary paraphernalia of the students with disability with monetary hardships,
- k) Taking the precautions and making the arrangements required to be taken or made in line with the differences arising from the nature of the disability, accompanying individuals, material, venue, and period concerning the examinations of students with disability for ensuring that all the students are made subject to measurement and assessment in a fair and accurate manner and that equality of opportunity is assured, and rendering the education process meaningful also for the students with disability,
- l) Preparing informatory books or causing them to be prepared, which provide information about the opportunities of employment and the occupations and ensuring them to be delivered to the students with disability,
- m) Preparing and executing the annual working program of the Unit and presenting the annual budget draft and annual activity report to the President,
- n) Drawing up reports regarding the Higher Education programs where the students with disability can study prior to the applications for the Student Selection Examination to be advised to the Student Selection and Placement Center Presidency,
- o) Presenting annual activity reports to the Higher Education Board Presidency.

(2) The authorizations of the Unit are as follows:

- a) Receiving information from the academic and administrative units regarding the students with

disability,

- b) Receiving information about the activities of the academic and administrative units for the students with disability and the services they provide,
- c) Evaluating the demands of the students with disability, resolving upon such demands and following up the implementation of the resolutions by the respective units,
- ç) Providing suggestions to the respective units in order to ensure that the needs of the students with disability within the University's duty area are fulfilled,
- d) Holding informatory meetings oriented to the students with disability,
- e) Organizing meetings regarding the students with disability with the academic and administrative units,
- f) Making demands from the academic and administrative units in order to ensure that all the activities carried out are accessible for the students with disability,
- g) The Unit may constitute commissions or working groups for the purpose of ensuring the realization of the activities for which it is responsible,
- ğ) Executing the decisions made by the University Board of Directors in the issues within its responsibility.

Meetings, decision quorum, and agenda

Article 7 – (1) The Unit convenes on the date, in the time, and at the venue to be determined by the President, with the agenda which also determined by the President. The date, time, and venue of the meeting along with its agenda is notified to the members by the President at least seven days before the meeting date and their recommendations are asked.

(2) The Unit convenes with at least three persons and the resolutions are taken by the majority of the meeting participants.

(3) The minutes regarding the meetings are maintained by a member to be resolved upon in the beginning of each meeting.

(4) The suggestions regarding the issues to be performed by the University organs or other units are submitted through the President to the respective decision authority.

Abolished legislation

Article 8 – (1) The İstanbul Bilgi University Bilgi Unit Working without Disability Directive entered into force upon the resolution taken on 16/10/2009 and with the number of 479 by the Board of Trustees has been abolished.

Enforcement

Article 9 – (1) This Directive enters into force on the date on which it is accepted by the Board of Trustees.

Execution

Article 10 – (1) The provisions of this Directive are executed by the İstanbul Bilgi University Rector.