

FENERBAHÇE UNIVERSITY
DIRECTIVE ON DISABLED STUDENT
UNIT

PART ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- Purpose of this directive is to regulate the working procedures and principles of Fenerbahçe University Disabled Student Unit.

Scope

ARTICLE 2 - This directive covers the provisions related to the working procedures and principles of Fenerbahçe University Disabled Student Unit.

Basis

ARTICLE 3 - This directive has been prepared based on Article 15 of the Law No. 5378 dated 01/07/2005 and Article 11 of Higher Education Institutions Disability Consultation and Coordination Regulation No. 2767 dated 14/08/2010.

Definitions

ARTICLE 4- The following terms used in this Directive shall bear the following meanings;

- a) Advisory Board: Disabled Student Advisory Board
- b) Disabled Student: Higher education students who have difficulties in adapting to social life and meeting their daily needs due to various degrees of loss of physical, mental, spiritual, emotional and social abilities for any reason, and who need protection, care, rehabilitation, counselling and support services,
- c) Disabled Student Representative: Representative elected by disabled students among themselves,
- d) Coordinator: Disabled Student Unit Coordinator,
- e) Rector: Rector of Fenerbahçe University,
- f) Deputy Rector: Deputy Rector of Education at Fenerbahçe University,
- g) Senate: Senate of Fenerbahçe University,
- h) University: Fenerbahçe University.

PART TWO

Duties and Bodies of the Unit

Duties of the Unit

ARTICLE 5- The duties of the unit are as follows:

- a) Identifying the needs of students with disabilities enrolled in the university related to education, instruction, scholarship, administrative, physical, shelter, social and similar fields while continuing their education and to present solutions to determine and eliminate the measures to be taken in order to meet these needs, to make the necessary arrangements in coordination with the university units,
- b) Conducting studies on adapting the educational environment in which the disabled student continues to organize the curriculum in a way that does not prevent the academic, physical and social lives of the disabled students, providing tools for the disabled, preparing special course materials, organizing education, research and housing environments suitable for the disabled,
- c) Performing publication activities for students and lecturers, preparing documents explaining the disability and the limitations it brings and the arrangements to be made to the lecturers, increasing their level of consciousness, providing advisory service to the relevant persons, offering in-service training where 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,
- e) Carrying out studies for providing free of charge auxiliary tools for students with inadequate financial means,
- f) Providing opportunities such as time, place, material, accompanying reader etc. related to the exams in terms of fair and accurate measurement and evaluation of all students and taking necessary measures and making arrangements according to the differences arising from the nature of the obstacle,
- g) Carrying out informative studies on employment opportunities and professions and ensuring that they are delivered to disabled students,
- h) Carrying out studies for the determination of disabled students in the university,
- i) Ensuring that the university campus and the structures and open spaces in the campus are accessible to disabled students,
- j) Executing similar duties in the legislation and to be given.

Bodies of the Unit

ARTICLE 6 - (1) The bodies of the Disabled Student Unit are as follows:

- a) Disabled Student Advisory Board,
- b) Disabled Student Unit Coordinator.

Structure of Disabled Student

Advisory Board

ARTICLE 7 - (1) It consists of a lecturer appointed by each Faculty, Institute, College, Vocational School under the presidency of the Deputy Rector responsible for education and Disabled Student Coordinator, Foreign Language Coordinator, Secretary General, Health Culture and Sports Director, Student Affairs Director, Director of Structural and Technical Affairs, Library and Documentation Director, Information Processing Director and Disabled Student Representative.

(2) The members of the Board to be appointed by the Faculty and the College are appointed by the director of the relevant department for 3 years. Members whose term of office has

expired may be reassigned. A new member shall be appointed in the same procedure to complete the remaining period in place of the member leaving before the expiry of the term.

- (3) The Advisory Board convenes every year in November and February, at the request of the Deputy Rector if needed.
- (4) Individuals may be invited to the meetings of the Advisory Board if necessary.

Duties of the Board

ARTICLE 8- (1) The Advisory Board shall take decisions regarding the duties assigned to the University by the Law No. 5378 on Disabled Persons. Takes the necessary decisions and makes the necessary arrangements in order to prepare the necessary academic environment and ensure their full participation in the educational processes in order to facilitate the educational lives of especially disabled students.

(2) The Advisory Board always supervises the implementation of decisions taken regarding students with disabilities.

Disabled Student Unit Coordinator:

Assigning the Coordinator

ARTICLE 9- (1) The coordinator shall be appointed by the Rector for three years from among the faculty members specialized in special education or in the field close to this field or in the field of disability.

(2) The coordinator whose term of office has expired may be reassigned. A new appointment shall be made in the same procedure to complete the remaining period in place of the coordinator leaving before the expiry of the term.

(3) A deputy coordinator may be appointed with the approval of the Rector upon the proposal of the coordinator to assist the coordinator in its work.

Duties of the Coordinator

ARTICLE 10- The duties of the coordinator are as follows:

- a) Managing and administrating the coordinator it is responsible for, conducting organization and work planning for performing coordinating works and operations in an economic, quality, effective and efficient manner in line with the objectives and objectives of the Institution, supervising the applications,
- b) Representing the Coordination Office internally and externally,
- c) Ensuring coordination between coordination employees, determining their duties, powers and responsibilities,
- d) Identifying all kinds of needs of the coordinator and ensuring that they are met,
- e) Controlling all kinds of movable property transactions of the coordinator,
- f) Preparing the strategic plan, activity reports and statistical reports of the coordinator and submitting them to the senior management,
- g) Ensuring that the Unit website is fit for purpose and up-to-date.
- h) Ensuring the selection of disabled student representatives at the beginning of each academic year,
- i) Executing similar tasks to be assigned.

PART THREE
Miscellaneous and Final Provisions

Staff Requirement

ARTICLE 11 – (1) The staff requirement of the Coordination Office shall be met by the staff to be appointed by the Rector in accordance with Article 13 of the Law No. 2547 upon the proposal of the Coordinator.

Effectiveness

ARTICLE 12- (1) This Directive shall become effective on the date of acceptance by the Senate.

Enforcement

ARTICLE 13- (1) The provisions of this directive shall be enforced by the Rector.

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**DISABLED STUDENT UNIT INFORMATION
FORM**

This form is designed to support our students, make improvements and offer solutions to your problems. All information you provide will be kept confidential and will not be disclosed with anyone except the authorities.

Signature

Name-Surname		
Student Number		
Date of Birth (Day/Month/Year)		
Faculty		
Department/Class		
Advisor Name Surname		
Mobile		
E-mail		
Address (Residence)		
What is your disability?	Orthopedic (physical) disability	()
	Hearing loss	()
	Vision loss	()
	Language and speech disorder	()
	Autism/Asperger syndrome	()
	Learning disability (dyslexia, dyspraxia, hyperactivity disorder, attention deficit, etc.)	()
	Chronic disease/health problem	()
	Psychological/psychiatric problems	()
	Other.....	()
Information Relating to Your Disability Status		
Disability Status?	Temporary() Permanent()	
If you have a medical report Disability Rate?	%.....	

What services do you need so that your disability does not adversely affect your educational life in our university?	Submitting exam materials in alternative format	()
	Assistant for my study	()
	Assistant to take notes in class	()
	Library services	()
	Auxiliary technology (listening device, recording device, computer, laptop etc.)	()
	Conducting the courses in easily accessible classrooms	()
	Submitting course materials in alternative formats (audio recordings, Braille, electronic format)	()
	Psychological counseling	()
	Campus orientation program	()
	Making buildings accessible	()
	other benefit	()
Communication in case of emergency		
Your relative's phone to contact		

Devices Used:

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