

KADIR HAS UNIVERSITY REGULATION CONCERNING THE OFFICE FOR DISABLED STUDENTS

PART I AIMS, CONTENT, LEGALITY

Aim:

Article 1 – The aim of this regulation is to stipulate the procedures and principles concerning the Office for Disabled Students established at Kadir Has University with the aim of facilitating studies for students with disabilities. The office will be responsible for identifying the academic, administrative, physical and psychological needs of disabled students, as well as determining their social and housing requirements. Within the scope of these undertakings, the office will develop plans and programs that shall be implemented to address these needs.

Content:

Article 2 – This regulation contains the guidelines for Kadir Has University's Office for Disabled Students.

Legality:

Article 3 – This regulation has been prepared in accordance with the stipulations in Article 8 of the Board of Higher Education's Regulation for Disabled Individuals dated June 20, 2006 (number 26204).

Definitions:

Article 4 – In this regulation, the following terms shall be defined as follows:

University: Kadir Has University

Office for Disabled Students: Kadir Has University's Office for Disabled Students

Rectorate: The Office of the Rectorate of Kadir Has University

Vice Rector: The vice rector recommended by the rector and appointed by the university administrative board to direct the Office for Disabled Students.

PART II Responsibilities of the Office for Disabled Students

Disabled Students Unit:

Article 5 – The Office for Disabled Students shall be chaired by a vice rector and include coordinators who are instructors or assistants and who are specialists in the field of disabled individuals or a field related to education for students with special needs as well as administrators or academic personnel appointed by the related heads of departments, faculties, schools and institutes.

Responsibilities:

Article 6 – The responsibilities of the Office for Disabled Students are as follows:

- a) Address the needs of disabled students at the university by anticipating obstacles they may face and developing solutions to overcome these difficulties.
- b) Develop plans of action concerning the university's physical environment which may cause hindrances for disabled students and purchase equipment that will be necessary to implement those plans. Also, prepare specialized course materials appropriate for the specific needs of disabled students, and ensure that appropriate spaces are created within the university that

take into account the educational needs of students with disabilities. This must be inclusive of activity-related spaces as well as accommodation, and all precautions must be taken to facilitate the academic, physical, psychological and social aspects of campus life for students' special needs.

- c) Produce publications for students and faculty members concerning the problems faced by students with disabilities and propose solutions for these problems. Also, prepare materials that describe the particular aspects of what it means to be a disabled individual and the obstacles that individuals with disabilities face, as well as indicate the precautions that need to be taken. This also involves raising awareness on the issue through the organizing of panels and symposiums, in addition to providing training and education regarding the needs of students with disabilities.
- d) Develop programs and projects that address the issues raised in the previous three clauses.
- e) In May of every year, prepare an activity report which includes a proposed annual budget and submit this to the vice rector in charge of the Office, whereupon it will then be relayed to the rector of the university.
- f) Create a website which includes publications and documents that disseminate information regarding the issue of students with disabilities and which provides disabled students with a forum for discussing their problems and needs.
- g) Carry out evaluations of projects and strategies that have been implemented with the aim of determining their efficacy.
- h) Implement measures to ensure that students in financial need are able to acquire the equipment they need.
- i) Make necessary adjustments about the timing, place and nature of exams and ensure that students with disabilities who are need of assistance during assessment receive the help they need. All precautions specific to certain disabilities must be taken to ensure that students with special needs have equal access to all of the university's programs, services and activities.
- j) Prepare, acquire and make available materials about employment opportunities for individuals with disabilities.
- k) Prior to the university entrance exam, prepare a text about the programs of study that are accessible to students with disabilities and submit this report to the Directorate of the Higher Education Placement Center (*ÖSYM*).

PART THREE

Advising and Holding of Meetings

Advising:

Article 7 – Every member of the Office for Disabled Students shall serve as an advisor for a disabled student and shall meet with that student once per month within this role.

In cases of need, the Office for Disabled Students Unit may:

- a) Appoint a professor to serve as the advisor of a disabled student within that faculty.
- b) Request the appointment of a disabled student representative if the number of disabled students requires this to facilitate communication. In such a case, disabled students shall communicate with their advisors as well as with the members of the Office for Disabled Students via the representative who has been elected by the students themselves. In times of need, however, all students shall maintain the right to directly contact the Office for Disabled Students Units or their advisors. If an advisor thinks that the disabled student needs psychological support, he/she shall then propose this to the Office for Disabled Students which will then make an evaluation. A student who is directed to the psychologist shall have priority over other students in scheduling.

Holding of Meetings

Article 8 – The Office for Disabled Students shall hold meetings and evaluation sessions with disabled students every semester, and office members shall meet every semester to evaluate the information they have received via one-on-one meetings with disabled students. A report concerning the results of these meetings shall be compiled. In cases of necessity, additional meetings may be held.

Meetings shall be set by the vice rector presiding over the Office for Disabled Students. Other members may also ask the vice rector to set additional meetings if needed.

Location of Meetings

Article 9 – The vice rector of the office for Disabled Students shall determine the location for meetings.

Decision-making Process

Article 10- The Office of Disabled Students shall make decisions based on a majority vote.

Other Provisions

Article 11- The Office for Disabled Students shall maintain the right to make decisions regarding issues not covered in this regulation.

Validity

Article 12 – This regulation, certain articles of which were modified at a University Senate meeting on March 13th, 2013 entered force on that date and thereby superseded the regulation promulgated on 15.11.2006 upon acceptance by the Kadir Has University Senate.

Implementation

Article 13 – This regulation is hereby implemented by the Kadir Has University Rectorate.

“This text is a translation of the original Turkish regulation, and is solely intended to provide information concerning that regulation. The terms, conditions and stipulations in the original Turkish-language regulation shall be legally binding if any disputes of meaning should arise.”