

Marmara University

Disabled Student Unit Directive

Article 1 - Purpose and Scope

(1) The purpose of this directive is for disabled students registered at Marmara University; To determine the duties and procedural principles of the Disabled Students Unit, which was established to take the necessary measures by eliminating the problems they encounter in course and exam practices due to their disability and to ensure equal opportunity in education.

(2) This directive regulates the powers and duties of the Unit for students with special needs studying at Marmara University.

Article 2 - Basis

(1) This directive is within the framework of Article 5 of the "Law on Disabled Persons" dated 02.07.2005 and numbered 5378, Article 1 of the "Higher Education Institutions Disabled Consultation and Coordination Regulation", which came into force by being published in the Official Gazette dated 14.08.2010 and numbered 27672. It has been prepared in accordance with articles 12 and 12.

Article 3 - Definitions

(1) Mentioned in this directive;

a. University: Marmara University

b. Rector: Rector of Marmara University

c. Regulation: Higher Education Institutions Disabled Consultation and Coordination Regulation, which came into force after being published in the Official Gazette dated 14.08.2010 and numbered 27672.

d. Disabled Student Unit: Unit established at Marmara University in accordance with Article 11 of the Regulation.

e. Board of Directors: Marmara University Disabled Student Unit Board of Directors

f. Disabled Student: A higher education student who has difficulty in adapting to social life and/or who needs protection, care, rehabilitation, recovery, consultancy and support services due to congenital

and/or subsequent loss of physical, mental, spiritual, emotional and social abilities to varying degrees due to any reason.

g. Health Board Report: The document prepared by the Health Board, containing the health status of the individuals and their intended use.

h. Course: Compulsory and elective courses taught in associate degree, undergraduate, master's and doctoral programs in accordance with Marmara University regulations.

I. Internship: In accordance with the Marmara University regulations and internship directives, they will be provided with the training to be applied to reinforce the compulsory or optional knowledge and experience available in associate degree and undergraduate programs in the department programs and to fully prepare them for business life.

j. Exam: Midterm exams for associate, undergraduate, master's and doctoral programs at Marmara University, midterm excuse, final exams and graduation, single course and etc. exams

k. Disabled Student Advisor: A faculty member appointed by a vocational school, college, faculty or institute who has advised disabled students on their academic problems.

l. Academic Unit: Refers to the vocational school, college, faculty, institute within Marmara University.

Article 4 - General Principles

(1) The following principles shall be followed in the performance of the services within the scope of this directive.

a) The special situations and differences of disabled students are taken into account, and educational opportunities are provided for them in appropriate environments and with non-disabled people.

b) In the decisions to be made and the services to be provided for disabled students, the participation of disabled service experts (expert health personnel, disabled student counselor and the officer of the unit where the student continues his education that year) is ensured.

c) The opinion of Marmara University Disabled Student Unit is taken into account regarding the services and arrangements that all units of the university want to make for disabled students.

Chapter 2

Management Bodies and Administrative Structure of the Disabled Student Unit

Article 5 - Disabled Student Unit works under the Vice Rector responsible for education and training.

Article 6 - The management bodies of the unit consist of the unit coordinator, disabled student advisors and board members.

Article 7- Unit coordinator:

(1) The coordinator is appointed by the Rector for a period of 3 years, preferably from among the university academic staff who have expertise in the unit's fields of activity. The coordinator, whose term of office has expired, may be reassigned. If the unit coordinator leaves before the end of his term of office, a new unit coordinator is appointed to complete the remaining term

(2) The duties of the Unit Coordinator are as follows;

a) It represents the unit.

b) The unit board of directors is not allowed to attend the meeting.

c) The services in the unit are provided and evaluated in a regular manner, in accordance with its purpose, and

It enables development.

d) Prepare the annual work report of each unit and the next year's work program, and

It ensures that the parliamentary proposal is prepared and submitted to the Board of Directors.

e) It performs the duties of the unit staff.

(f) The Unit Coordinator designates a disabled student as the disabled student's representative.

(g) If deemed necessary, a Coordinator with the return of the Unit coordinate

(3) Assistants can be appointed by Reklor for 3 years.

Article 8- Disabled Student Advisors:

Disabled Student Advisors: In order to ensure cooperation between the Disabled Student Unit and the Faculties/Institutes/Colleges/Vocational Schools, one faculty member from each unit is appointed as the 'Disabled Student Advisor' by the Faculty Dean/School Director/Institute Director for a period of 3 years. The consultant whose term of office has expired may be reappointed. If the member leaves before the end of his term of office, a new advisor is appointed to complete the remaining term.

Article 9- Unit Board Members and Working Procedures

(1) Unit Board of Directors consists of the following members:

- a) Vice Rector for Education and Training
- b) Disabled Student Unit Coordinator
- c) Head of Student Affairs Department
- d) Head of Health, Culture and Sports Department
- e) Head of Library and Documentation Department
- f) Head of Construction Works and Technical Department
- g) Head of Information Technology Department
- h) Dean of the Faculty of Medicine
- i) Dean of Atatürk Faculty of Education
- j) Scholarships Coordinator
- k) Career Center Coordinator
- l) Alumni Office Coordinator
- m) It consists of a Disabled Student Representative.

(2) The Vice Rector is the chairman of the board of directors. The term of office of board members is 3 years. A member whose term of office has expired can be reappointed. A new member is appointed to replace the member who leaves before the end of his term to complete the remaining term. The decisions taken by the board of directors come into force with the approval of the Vice Rector.

(3) The Board of Directors meets normally at least once in each academic term, and

When necessary, it holds extraordinary meetings under the chairmanship of the Unit Coordinator.

(4) The Board of Directors may invite the academic and administrative staff of our university to a meeting in order to benefit from their expertise or knowledge when necessary. Personnel attending the meeting in this way do not have the right to vote.

Article 10 - Duties of the Disabled Student Unit

(1) The duties of the disabled student unit are as follows:

- a) To meet the needs that disabled students enrolled in Marmara University programs may encounter while continuing their education, to identify the obstacles they may encounter and the measures to be taken against them, and to present the necessary measures and make arrangements to eliminate these obstacles,
- b) To ensure that the educational environment in which disabled students continue their academic programs in a way that does not hinder their academic, physical, psychological and social lives is arranged, and to make decisions regarding the preparation of special course materials and appropriate education, research and consultancy environments,
- c) To carry out activities related to disability for students, faculty members and administrative staff at higher education level, to define disability and disabled people, to prepare documents containing the grievances it brings and the arrangements that need to be made, to raise awareness, to provide consultancy services, to provide training when necessary,
- d) To prepare and execute the work program of the unit and to submit the annual budget draft and annual activity report to the Rector of Marmara University,
- e) Developing programs and projects, organizing seminars, conferences and similar activities,
- f) To ensure that the university website is accessible where students with disabilities can express their requests and problems,
- g) To supervise the decisions taken by the Board of Directors and the implementation of the strategies determined,
- h) To provide the necessary tools and equipment to help disabled students with financial difficulties continue their education,
- i) To take the necessary precautions and make arrangements regarding the differences arising from the nature of the disability, time, venue, material, companion and disability regarding the examination of disabled students, under equal conditions with other students, without compromising the equality of opportunity between them,
- j) To ensure that students taking the Community Service Practices course practice in the Disabled Student Unit in order to help disabled students,
- k) To provide information to disabled students about employment opportunities and venues,
- l) To encourage disabled students to benefit from activities at our university and to take active roles in student communities, especially in order to improve themselves academically,

- m) To notify the Chairman of the Board of Directors every year about the activity and evaluation reports submitted to the Rectorate,
- n) To make the necessary determinations and follow up the infrastructure works with the relevant units (Relevant Academic Unit and Construction Works and Technical Department) to ensure education and physical accessibility throughout the university in order to ensure the full participation of the disabled student in educational life,
- o) To ensure that all activities and studies carried out by the disabled student unit are recorded and reported.

Article 11 - Duties of the Board of Directors

(1) The duties of the Board of Directors are as follows:

- a) To make suggestions on the preparation of the unit's work program and to make decisions on new regulations,
- b) To evaluate the studies and student applications carried out throughout the university and to supervise their implementation,
- c) To prepare the annual activity report of the unit and submit it to the Rector,
- d) Approving the unit's budget proposal,
- e) When necessary, to convey opinions to the University Senate and Board of Directors regarding the barrier-free university issue.

Article 12 - Duties of Disabled Student Advisors

- (1) Disabled Student Advisors are responsible for representing the Disabled Student Unit in academic and administrative units at the university. Disabled Student Advisors are responsible to the Disabled Student Unit to perform the duties that the Disabled Student Unit is obliged to perform in their own units. A vice dean at the faculty, a deputy director at institutes, colleges, conservatories and vocational schools, a group manager at department heads, and a director at university hospitals are responsible to the Disabled Student Unit to support the Disabled Student Advisors in their own units to perform their duties.

THIRD PART

EDUCATION AND TEACHING PRACTICES

Article 13 - Course Applications

(1) In order for disabled students to receive education within the framework of equality of opportunity in diversity and not to be negatively affected by the lessons, the following points are observed during, during and after the lesson:

a) Faculty members are obliged to keep confidential the personal data regarding disabled students sent by the Disabled Student Unit.

b) Faculty members cooperate with the Disabled Student Unit regarding course materials for disabled students.

c) Unit managers make the necessary physical arrangements for disabled students to receive education in the classrooms.

d) Instructors explain their lessons in an understandable manner, especially upon the request of hearing-impaired students.

e) Unit managers provide FM (Frequency Modulation) systems that reduce background noise and reflection in classrooms to students who use hearing aids when necessary.

f) Faculty members may allow disabled students to record lectures with a voice recorder, taking into account the needs arising from their disability.

g) In applied courses conducted with computers, computer hardware and software systems are available for use by blind or partially sighted students. Necessary programs that provide accessibility are installed on these computers or necessary hardware reinforcement is made.

h) Audio descriptions are made by the instructor so that blind or partially sighted students can equally comprehend the visual materials related to the course.

i) Disabled students can take private lessons if their demands and needs are deemed appropriate by Disabled Student Advisors and Faculty/College/Institute administrative boards.

j) Assignments and projects given to disabled students are adapted by taking into account the disability group to which these students belong.

k) Special tools and equipment for the education of disabled students with financial difficulties are provided by the relevant units of the university, within the means possible, and delivered to the student on a timely basis.

Article 14 - Exam Practices

(1) In order for disabled students to receive education within the framework of equal opportunity and not to be negatively affected by the exams, the examination procedures and principles of the units are as follows:

- a) The selection of exam halls is made taking into account different disability groups and accessibility rules.
- b) Examination officials make exam hours, exam locations and announcements (questions, etc.) taking into account disability groups.
- c) Exam invigilators are informed about the disabled students who will take the exams.
- d) Disabled students are allowed to take the exams with auxiliary equipment (hearing aid, telescopic glasses, prismatic glasses, etc.) if needed.
- e) During the process of determining the exam locations, the exams of the courses where students with physical disabilities are included must be held in accessible classrooms.
- f) If necessary, disabled students are allowed to take the exams on computers.
- g) A reader-marker invigilator who is familiar with the terminology related to the course in which the exam is taken is assigned to accompany the written exams of blind or partially sighted students.
- h) Questions are prepared in different formats (enlarged font, braille, audio file, etc.) for blind or partially sighted students in line with their needs.
- i) Visual, hearing difficulties and attention deficit, hyperactivity, dyslexia - dysgraphia, dystonia, etc. Upon the request of disabled students who have problems such as these and if the Disabled Student Unit deems it appropriate, these students are allowed to take the exam in an environment where they will not be disturbed, accompanied by a proctor.
- j) Adaptation or appropriate measurement and evaluation methods are used in exams for students with speech (stuttering, aphasia, dysphasia, etc.) and hearing impairment.
- k) Visually impaired students, hearing impaired students, students with writing and movement difficulties, and students who are determined to need additional time are given additional time "as much as half of the exam time" when they take the exams with a reader - marker printer or a large-print question paper or booklet. This additional time does not include exam preparation and settling time.
- l) Medicines, medical supplies, etc. used by disabled students. They are allowed to take the exam.

m) If needed during the exam, the examiner may allow disabled students to take a break, provided that they return, under the supervision of the staff member, due to the biological and psychological needs they may encounter.

(2) The implementation of these issues is monitored by the disabled student advisor in academic units.

Article 15 - Course Exemption and Adjustment

(1) Instead of exemption for theoretical and practical courses that disabled students cannot take due to their health conditions, they are made to take another course, depending on the student's situation, with the decision of the board of directors of the relevant unit, in line with the opinions of the disabled student advisor and the faculty member teaching the course, or in cases where this is not possible, the student is exempted.

Article 16 - Academic Support

(1) Upon their request, disabled students may be provided with part-time or strong student support services in cases deemed necessary by the academic unit and/or regarding study. To provide this service:

a) Academic units request part-time students from the University at the beginning of each academic year, based on the needs of disabled students.

b) The part-time student or student taking a community service course given by the relevant academic unit must be in the field where the disabled student is educated.

c) Academic units and disabled student advisors coordinate the support services provided by part-time students or able-bodied students in line with the needs of disabled students.

d) Students taking the Community Service Practices course cooperate with the Disabled Student Unit.

Chapter Four

Article 17 - Access to Services

In order for disabled students to continue their education and not to have a negative impact on their campus life, they are provided with access to information, health, social and cultural services at the level of architectural accessibility. Access services are carried out by the Construction Works and Technical Department, the Information Technology Department, the Library and Documentation Department, and the Health, Culture and Sports Department, respectively, in accordance with the principles set out in articles 18, 19 and 20.

Article 18 - Architectural Accessibility

(1) The following arrangements are made to enable disabled students to access the University's indoor and outdoor spaces without difficulty:

a) The new buildings of the university are designed in accordance with national and international standards so that they can be used by everyone as much as possible (taking into account disabled students) without the need for any special additional design or arrangement.

b) Necessary renovations are made in existing and historical buildings with projects that are suitable and adaptable to pedestrian or space, taking into account national and international standards for architectural accessibility and classrooms.

c) Students with mobility impairments are allowed to use existing elevators.

d) The university provides the disabled student with transportation facilities to the unit where he/she is registered.

e) In order for blind or partially sighted students to find their classrooms without needing anyone, there are audio guides, tactile surfaces, braille, etc. in buildings. Necessary measures such as are taken.

f) Implementation of the measures in this article is the responsibility of the Construction Works and Technical Department and the Administrative and Financial Affairs Department.

Article 19 - Access to Information

(1) All electronic systems and technologies used by the university are arranged according to the needs of disabled students. All web services provided for disabled students to access the University's web-based services are prepared taking into account W3 standards. The University website home page, the web pages of the units affiliated to the University, the student automation system and the departments providing web-based education are developed and regularly updated using developing and changing technologies. It is the responsibility of the Information Technology Department to make the necessary arrangements.

(2) Publications requested by disabled students from the libraries of the departments where they study are provided in the format they request or loaned in accordance with the Law on Intellectual and Artistic Works No. 5846.

(3) All kinds of materials that will contribute to the lessons and personal development of disabled students are prepared by the Accessibility Unit in the format desired by the student (MP3, Braille, MS Word, PDF, etc.) upon request.

Article 20 - Access to Health, Social and Cultural Services

(1) It is the responsibility of the Department of Health, Culture and Sports to make the necessary arrangements so that disabled students studying at the University can benefit primarily from the health, social and cultural service offerings of the University.

(2) The university provides the necessary opportunities for disabled students to develop and use their creative, artistic and intellectual capacities.

(3) Disabled Student Unit provides consultancy services to meet the scholarship and dormitory needs of disabled students with financial difficulties.

CHAPTER FIVE

MISCELLANEOUS AND FINAL PROVISIONS

Article 21 - Good Conduct

(1) Academic and administrative staff at all levels working at the university must display good attitudes towards disabled students.

(2) Academic and administrative staff are obliged to attend trainings organized by the Unit in order to increase good attitudes.

(3) Academic staff are obliged to prepare materials suitable for disability groups for exams and course applications and to attend training on consultancy.

Article 22 - Utilizing Services

In order to benefit from the services specified in this Directive, disabled students studying at Marmara University must apply in writing to the Disabled Student Unit. The student must submit a medical report regarding his/her disability status in his/her application.

Article 23 - Cases for which there is no provision

In cases where there is no provision in this Directive, the opinion of the Unit is sought for the decisions or arrangements to be made by the relevant Academic Unit regarding the problems that arise regarding disabled students in the units where they are registered.

Article 24 - Enforcement

This Directive enters into force on the date it is accepted by the Marmara University Senate.

Article 25 - Execution

The Rector of Marmara University enforces the provisions of this Directive.