## T.C.

ISTANBUL MEDIPOL UNIVERSITY DISABLED STUDENTS OFFICE WORKING PROCEDURES AND PRINCIPLES INSTRUCTION

FIRST SECTION

Aim, Scope, Base

Aim and Scope

**ARTICLE 1- (1)** The aim of this instruction is the structure of the Office for Disabled Students, which was created to take the necessary measures and make arrangements to facilitate the education life of the students who are studying at Istanbul Medipol University and need special protection, care, rehabilitation, counselling and support services due to any disability to regulate working procedures and principles.

## Base

**ARTICLE 2- (1)** This instruction has been prepared based on the 11th and 12th ARTICLEs of the "Higher Education Institutions Counseling Coordination Regulation for the Disabled", which entered into force by being published in the Official Gazette dated 14.08.2010 and numbered 27672. It has been prepared following the 11th and 12th ARTICLEs of the "Higher Education Institutions Counseling Coordination Regulation for the Disabled", which entered into force by being published in the Official Gazette dated 14.08.2010 and numbered 27672. The term “disabled” in this instruction is used instead of the term “defective” specified in clause 4(c) of the Regulation.

**SECOND SECTION**

# Definitions

**ARTICLE 3 – (1)** The definitions in this instruction refer to;

1. **University:** Istanbul Medipol University,
2. **Rector:** Rector of Istanbul Medipol University,
3. **Responsible Vice-Rector:** Vice-Rector of Istanbul Medipol University, to which the unit is affiliated,
4. **Academic Unit:** Faculties, colleges, vocational schools and institutes affiliated to Istanbul Medipol University,
5. **Administrative units:** Administrative office consisting of departments and offices affiliated to the Rectorate and the General Secretariat.

units

1. **Regulation:** Higher Education Institutions Disabled Counseling and Coordination Regulation, which came into force after being published in the Official Gazette dated 14/08/2010 and numbered 27672,
2. **Office:** Istanbul Medipol University Disabled Student Office,
3. **Board of Directors:** Disabled Students Office Board of Directors,
4. **Disabled Student Office Director**: The academician appointed by the Rectorate, responsible to the Vice-Rector responsible for the execution, reporting and reporting of the activities of the unit to the relevant institutions,
5. **Disabled Student Office Manager:** Administrative staff assigned by the Rectorate to be responsible to the Disabled Student Office Director for the execution, reporting and reporting of the activities of the unit,
6. **Disabled Student Office Specialist:** Specialists appointed by the Rectorate, who will work towards the solution of behavioural, emotional and medical difficulties that may occur in the participation of disabled students studying at the university in education and social life,
7. **Disabled Student Office Academic Unit Representative**: Personnel assigned by the academic unit to which they are affiliated and responsible for the disabled students receiving education in the unit and responsible for contributing in line with the functioning of the unit and the accessible university target,
8. **Disabled Student Office Administrative Unit Representative**: Personnel who are responsible for contributing in line with the functioning of the unit and the accessible university target by the administrative unit to which they are affiliated,
9. **Office Secretary:** To fulfil the duties assigned to him for the general functioning of the unit

responsible administrative staff,

1. **Disabled Student Office Student Representative:** The representative student selected from among the disabled students studying at the University,
2. **Disabled Student:** Higher education students who have difficulties in adapting to social life and meet their daily needs and need protection, care, rehabilitation, counselling and support services due to the loss of their physical, mental, spiritual, sensory and social abilities at various degrees for any reason, from birth or later,
3. **Disabled Health Board Report:** The report documenting the disability and health status of the persons prepared by the State Hospitals Health Boards,
4. **Courses:** Istanbul Medipol University associate degree, undergraduate, graduate and doctoral programs

compulsory and elective courses taught,

1. **Exam:** Refer to midterm and final exams for undergraduate, graduate and doctorate programs at Istanbul Medipol University, as well as excuses, make-up, single course exams, assignments, projects, etc., in addition to these exams.

# THIRD SECTION

Structure and Working Principles of the Disabled Student Office

## Office Structure

**ARTICLE 4- (1)** The Disabled Student Office reports to the Vice-Rector.

**ARTICLE 5- (1)** The Governing Bodies of the Office consist of the Executive Board, the Disabled Student Office Director, the Disabled Student Office Supervisor, academic unit representatives, administrative unit representatives, Disabled Student Office Specialist(s), and the Office Secretary and the Disabled Student Office Student Representative.

## ARTICLE 6- Disabled Student Office Director:

1. The Rector appoints the Disabled Student Office Director for 2 years. Rector's office may change duties before the expiry of this period, if necessary. Office Director for Disabled Students, whose term of office has expired, continues to work without the need for an additional notification unless a change is made by the Rectorate. If the Disabled Student Office Director leaves before his term expires, the new Disabled Student Office Director is assigned the same procedure to complete the remaining period.
2. The Disabled Student Office Director is responsible to the Vice-Rector for the planned, regular and purposeful execution, development and reporting of office work.
3. The duties of the Disabled Student Office Director are as follows;
   1. It represents the office.
   2. Invites the board of directors to a meeting and chairs the board in meetings where the Vice-Rector does not attend.
   3. It ensures that the annual work report of the office, the following year's work program draft and the budget proposal are prepared and submitted to the Rectorate every year.
   4. It ensures that the annual activity report of the office is reported to the Council of Higher Education every year.
   5. Distributes the duties of office workers.

## ARTICLE 7 – Disabled Student Office Officer:

1. If deemed necessary, a Disabled Student Office Responsible may be appointed by the Rectorate for 2 years. The Rectorate can change duties before the term of office expires

if necessary. Disabled Students Office Director, whose term of office has expired, continues to work without the need for an additional notification unless a change is made by the Rectorate.

In case the Disabled Student Office Responsible leaves before his term expire

the new Disabled Student Office Responsible may be assigned with the same procedure to complete the

1. Responsible to the Disabled Student Office Director and the academic unit it is affiliated with for the planned, regular

and purposeful execution of the office works created by the Disabled Student Office Director.

1. The duties of the Disabled Student Office Officer are as follow;
   1. Replaces for the Disabled Student Office Director when he is not on duty.
   2. Responsible for the regular and purposeful execution of the works planned by the Disabled Student Office Director are

organized and following the purpose.

## ARTICLE 8 - Board of Directors

1. The Office Board consists of the following members:
   1. Responsible Vice-Rector
   2. Disabled Student Office Director,
   3. Disabled Student Office Director,
   4. Disabled Student Office Academic Unit Representatives
   5. Disabled Student Office Administrative Unit Representatives
   6. Disabled Student Office Specialists
2. The Responsible Vice-Rector is the Chairman of the board of directors. In cases where the Vice-Rector cannot attend the Board meetings, the Disabled Student Office Director presides.
3. (3) Decisions taken by the Board of Directors entered into force with the

approval of the Vice-Rector.

1. Meetings of the Board of Directors are held at least once at the beginning and end of the academic year, when necessary, during the academic year upon the call of the Office for Disabled Students.
2. With the approval of the Chairman of the Board of Directors, these meetings can be held in the form of an extended Board of Directors meeting, in which the academic and administrative staff of our university or external participants are found suitable to be invited to benefit from their expertise or knowledge. The personnel and guest participants attending the meeting in this way do not have the right to vote.
3. The duties of the Board of Directors are as follow:
   1. Making suggestions and making decisions on the preparation of the office's work program,
   2. Evaluating the studies and student applications throughout the university and supervising the applications,
   3. Preparing the annual report of the office,
   4. Preparing the budget of the office together with the Head of Office,

## ARTICLE 9- Academic Unit Representative of the Disabled Student Office:

1. He is a lecturer/instructor appointed by the Dean/Manager of the Academic Unit for 2 years. A representative whose term of office has expired may be reappointed. A new representative is appointed to complete the remaining term if a member leaves before his term expires. The academic unit is obliged to notify the Disabled Students Office and appoint a new representative before the expiry of the term. The resigning representative is responsible for transferring information about students with disabilities and related activities at the faculty to the newly appointed representative.
2. It is responsible to the Disabled Student Office Director and the academic unit it is affiliated with for the planned, regular and purposeful execution of the office works created by the Disabled Student Office Director.
3. It cooperates with the Disabled Student Office to identify the disabled students registered in the academic unit it represents and to solve the problems these students encounter in their education life. Fulfils the tasks given by the Disabled Student Office Director for the development of the Disabled Student Office.
4. It enables the academic advisor assigned to the student to participate in in-service training and certificate programs.

## ARTICLE 10 - Disabled Student Office Administrative Unit Representatives

1. They are the representatives of the administrative units that are expected to contribute to the work of the Disabled Student Office and are appointed by the relevant unit manager for a period of 2 years. A representative whose term of office has expired may be reassigned. If the representative leaves before the expiry of his term, a new administrative unit representative is appointed to complete the remaining term. The representative who leaves his post before the expiry of his term is obliged to inform the Disabled Student Office.
2. It is responsible to the Disabled Student Office and the Department to fulfil the duties notified by the Disabled Student Office Director.
3. It provides communication and cooperation between the Disabled Student Office and the administrative unit it represents. He submits the works communicated to him by the Disabled Student Office Director to the director's opinion and approval. If the representative is the manager of the relevant administrative unit, they carry out the processes themselves. Ensures that approved jobs are completed. Reports objections to the Disabled Student Office.

## ARTICLE 11 – Disabled Student Office Specialist

1. He is a lecturer or research assistant who graduated from programs providing education in disabled people, assigned by the Rectorate. The Rectorate determines the number of Disabled Student Office Specialists needed, the experts' terms of office, and the rules for dismissal. A new assignment is made in the same way as the Disabled Student Office Specialist, who leaves his job voluntarily.
2. Disabled Student Office Specialist carries out the works in his job description with the approval and instructions of the Disabled Student Office Director and is responsible to the Disabled Student Office Director for the planned, regular and proper execution of the works.
3. Disabled Student Office Specialist Duties are as follows;
   1. Interviewing students who apply to the unit and request support, evaluate the general psychological and physical condition of the student, listen to their demands, create solutions and report their findings for the Disabled Students Office,
   2. To contact the academic and administrative units related to the approval and instructions of the Disabled Student Office Director,
   3. Supervising the implementation of the studies requested from the academic and administrative units for the disabled students, and submitting a report to the Disabled Student Office Director when necessary,
   4. To ensure communication between the Guidance and Psychological Counseling Center and the disabled student, when necessary,
   5. To fulfil the duties to be given by the Disabled Student Office Director in research, development, project, advertising and administrative works that will contribute to the development of the unit.

## ARTICLE 12- Office Secretary

1. Opening informative stands for disabled student candidates during promotional periods,
2. To register with the Registrar's Office and to inform about the office during the registration period of students with disabilities,
3. To check that the disability records are defined correctly in the MEBIS system,
4. Brochures etc. to be used in office promotion activities, prepare documents,
5. To keep the office website up-to-date,
6. Making office announcements,
7. To ensure that the Disabled Student reports are kept completely,
8. To receive applications for students with disabilities and to ensure that they meet with Disabled Student Office Specialists,
9. Organizing events, keeping event photo and video archives,
10. Following official correspondence, forwarding it to the managers, ensuring that they are answered,
11. Disabled Student Office Director, Disabled Student Office Director and Disabled Student Office

Performing other administrative tasks assigned by their specialists.

## ARTICLE 13- Disabled Student Office Student Representative:

The student is the representative chosen voluntarily for 1 year among the disabled students. He conveys his opinions, suggestions and determinations to the unit. There is no obligation to attend the meetings.

# FOURTH SECTION

Office Duties and Activities

## ARTICLE 14 – Duties of the Office

The mission of the office is to produce academic, administrative, physical, psychological and social solutions to provide equal opportunities in education for disabled students who study at Istanbul Medipol University and have special needs due to any disability, activities, initiatives and collaborations that facilitate access to the University's facilities and services. It aims to make the physical, digital, and mental transformation an accessible university and spread the culture of accessibility.

## ARTICLE 15- Activities

Within the scope of these duties, it carries out the following arrangements, cooperation and activities;

## Identification and Disclosure of the Disabled Student:

* 1. Creating registration desks for students with disabilities during the registration period and accessing the lists of students with disabilities in online registrations,
  2. Reaching the registered disabled students through telephone, e-mail, face-to-face meetings,
  3. Ensuring the entries of students with disabilities to the Medipol Education Information

system (MEBIS),

* 1. To inform registered disabled students about the office, to distribute informative documents, to organize meetings and events,
  2. Creating a website that promotes the office and allows communication with the office.

## In-Service Training:

* 1. The academic unit where the disabled student will receive education before the start of the academic year

to inform first,

* 1. Approach to students with disabilities, rights of disabled people, academic, physical, social and psychological support for disabled people, duties and responsibilities etc. To organize in-service training and certificate programs covering the subjects, to ensure that the academic advisor assigned to the student participates in In-Service training and certificate programs,

1. **Transportation**: Possible transportation problems of disabled students to and between campuses

to support the solution,

1. **Venue Accessibility:** To provide accessible education, research, housing and social environments or to make improvements in existing spaces,

## Procurement of Course Tools and Materials:

* 1. Providing the course tools and materials that the disabled student will need in the education process or helping the student to provide them,
  2. Special quality tools and materials related to the education of disabled students with financial difficulties are provided by the relevant units of the University to the extent possible and delivered to the student on a timely basis,

1. **Partner Student:** Employing volunteer or part-time students to provide academic and social support to students with disabilities,
2. **Exam:** To take the necessary measures and make arrangements according to the differences arising from the time, place, material, companion and the nature of the disabled student's exam and informing the Examination Committee.
3. **Scientific Activities:** Organizing seminars, conferences, panels and similar activities.
4. **Awareness Activities:** To carry out awareness activities for the university's academic and administrative staff and students.
5. **Coordination Between Units:** To ensure that academic and administrative units work in communication and cooperation.

## Collaborations:

* 1. Higher Education Institution, universities etc. participating in meetings organized by institutions and organizations,
  2. Making institutional visits, joint ventures, scientific and social activities,

1. **Career and Employment:** Working together with the Career Center and

Medipol Human Resources Units;

* 1. Increasing the employment of disabled people in the institution
  2. To provide information on opportunities and occupations for the employment of the disabled.

## Evaluation, Planning, Budgeting, Reporting

* 1. To prepare and carry out the unit's work program, prepare the annual budget draft and annual activity report, and present it to the Chairman.
  2. To supervise the implementation of the decisions taken and the strategies determined.
  3. To send the annual activity report to the Higher Education Institution at the end of

each academic year.

# FIFTH SECTION

Enforcement and Execution

## ARTICLE 16 - Cases with no provisions

In cases where there is no provision in this instruction, the opinion of the Faculty/Institute/College representative is taken about the problems that arise in the units where the disabled students are registered. The necessary arrangements are made by the Disabled Student Office.

## Enforcement

**ARTICLE 17- (1)** This instruction enters into force from the date it is accepted by the Istanbul Medipol University Senate.

**(2)** As of the effective date of this instruction, “T.C. ISTANBUL MEDIPOL UNIVERSITY DISABLED STUDENTS UNIT WORKING PROCEDURES AND PRINCIPLES INSTRUCTION” dated 08/02/2011 and numbered 2011/05-01 has been repealed.

## Execution

**ARTICLE 18- (1)** These principles are executed by the Rector of Istanbul Medipol University.

\* Accepted by the University Senate's decision dated 23/09/2020 and numbered 2020/16-08.