



FENERBAHÇE UNIVERSITY DISABLED STUDENT UNIT DIRECTIVE

PART ONE

Purpose, Scope, Basis, and Definitions

Purpose

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

Scope

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

Basis

ARTICLE 3- This directive has been prepared based on Article 14/b/1 of the Higher Education Law, published in the Official Gazette on 06/11/1981, No. 17506; Article 15 of the Law on Persons with Disabilities, dated 01/07/2005, No. 5378; and Article 11 of the Higher Education Institutions Disability Advisory and Coordination Regulation, published in the Official Gazette on 14/08/2010, No. 27672.

Definitions

ARTICLE 4- (1) Definitions of the terms in this Directive are as follows;

- a) Unit: Fenerbahçe University Disabled Student Unit,
- b) Advisory Board: The Disabled Student Advisory Board,
- c) Disabled Student: A higher education student as defined in the Higher Education Institutions Disability Advisory and Coordination Regulation,
- d) Disabled Student Representative: A representative elected by disabled students from among their peers,
- e) Coordinator: The Disabled Student Unit Coordinator.
- f) Rector: The Rector of Fenerbahçe University,
- g) Vice Rector: The Fenerbahçe University Vice Rector responsible for education and training,
- h) Senate: Fenerbahçe University Senate,
- i) University: Fenerbahçe University.

PART TWO

Duties and Organizational Bodies of the Unit

Duties of the Unit

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

- a) To identify the needs of disabled students enrolled at the university in areas such as education, scholarships, administration, physical accessibility, housing, social

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activities, and similar fields; to determine the measures necessary to address these needs and propose solutions to remove obstacles within the bounds of possibility; and to make the required arrangements in coordination with the relevant university units.

- b) To conduct studies on adapting the educational environment in which disabled students continue their education, in order to organize programs that do not interfere with their academic, physical, or social lives; to provide necessary equipment for disabled students; to prepare specialized course materials; and to organize educational, research, and housing environments suitable for disabled students.
- c) To carry out publication activities for students and instructors, to explain disability, its limitations, and the necessary arrangements to instructors, to raise awareness, to provide consultancy services to relevant parties, and to offer in-service training when necessary.
- d) To develop programs and projects aimed at increasing awareness and sensitivity in the field of disability, and to organize seminars, conferences, and similar activities.
- e) To work towards the free provision of auxiliary equipment for disabled students with insufficient financial means,
- f) To provide opportunities related to exams, including additional time, suitable spaces, materials, and accompanying readers, to ensure fair and accurate assessment for all students, and to take the necessary measures and make arrangements according to differences arising from the nature of the disability.
- g) To carry out informative activities on employment opportunities and professions, and to ensure that this information is communicated to students with disabilities.
- h) To carry out activities aimed at identifying students with disabilities at the university,
- i) To ensure that the university campus, including its buildings and open spaces, is accessible to students with disabilities.
- j) To carry out duties prescribed in the legislation and to perform other similar tasks as assigned.

Organizational Bodies of the Unit

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

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

Disabled Student Advisory Board

Structure of the Board

ARTICLE 7- (1) The Advisory Board consists of a faculty member appointed by each faculty, vocational school, and foreign languages department, the Disabled Student Coordinator, the representative of the General Secretariat, the Head of the Department of Health, Culture, and Sports, the Registrar, the Head Librarian, the Head of the Department of Construction Works and Technical Services, the Head of the Department of Strategy and Quality, and the Disabled Student Representative, all under the chairmanship of the Vice Rector responsible for education.

- (2) Members of the Board appointed by the faculties and the graduate/vocational schools are selected by the Senate for a term of 3 years, based on the proposal of the relevant unit manager. Members whose terms of office have expired may be reappointed. A new member is appointed in the same manner to serve the remainder of the term of a member who leaves before the end of their term of office.

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- (3) The Advisory Board convenes at least once each academic semester, and additionally upon the request of the Vice Rector when necessary.
- (4) The Board may invite relevant individuals to its meetings when necessary.

Duties of the Board

ARTICLE 8- (1) The Advisory Board makes decisions regarding the duties assigned to the University under Law No. 5378 on Persons with Disabilities and the Higher Education Institutions Disability Advisory and Coordination Regulation.. In particular, it makes the necessary decisions and arrangements to prepare an appropriate academic environment and ensure the full participation of disabled students in educational processes, thereby facilitating their learning.

(2) The Advisory Board continuously supervises the implementation of decisions made concerning students with disabilities.

Disabled Student Unit Coordinator

Appointment of the Coordinator

ARTICLE 9- (1) The Coordinator is appointed by the Rector for a term of three years from among instructors specializing in special education, a related field, or the field of disability.

(2) The coordinator whose term of office has ended may be reappointed. A new appointment is made following the same procedure to serve the remainder of the term of a coordinator who leaves before the end of their term.

(3) An assistant coordinator may be appointed, upon the proposal of the coordinator and with the approval of the Rector, to assist the coordinator in their duties.

Duties of the Coordinator

ARTICLE 10- (1) The duties of the coordinator are as follows:

- a) To direct and manage the coordinatorship for which they are responsible, to carry out organizational and work planning to implement coordinatorship tasks and processes in line with the goals and objectives of the Institution in an economical, effective, efficient, and high-quality manner, and to supervise the practices.
- b) To represent the Coordination Office both internally and externally.
- c) To ensure coordination among the employees of the Coordination Office and to define their duties, authorities, and responsibilities.
- d) To identify all the needs of the Coordination Office and ensure that they are met.
- e) To oversee all movable property transactions of the Coordination Office.
- f) To prepare the activity reports of the coordinatorship and submit them to senior management.
- g) To ensure that the unit's website is suitable for its purpose and kept up to date.
- h) To ensure that elections for the disabled student representative are held at the beginning of each academic year.
- i) To carry out similar tasks as assigned.

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PART THREE
Miscellaneous and Final Provisions

Personnel Need

ARTICLE 11- (1) The personnel needs of the coordinatorship are met by staff appointed by the Rector in accordance with Article 13 of Law No. 2547, upon the proposal of the Coordinator.

Effective Date

ARTICLE 12- (1) This Directive enters into force on the date of its approval by the Senate.

Implementation

ARTICLE 13- (1) The provisions of this directive are implemented by the Rector.

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