

NEVSEHİR HACİ BEKTAS VELİ ÜNİVERSİTY

DISABLED STUDENTS UNIT DIRECTIVE

FİRST PART

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- (1) The purpose of this Directive is to ensure that Nevsehir Haci Bektas Veli University's special needy students and staff, equal access to all units of the University and to provide support services, to facilitate the education life of students with special needs, to ensure their full participation in education and training processes, to regulate the working procedures and principles of Nevsehir Haci Bektas Veli University Disabled University Unit established under the Rectorate.

Scope

ARTICLE 2- (1) This Directive, applies to students, academic and administrative staff with special needs in Nevsehir Haci Bektas Veli University and covers their needs the academic, social and physical arrangements.

Basis

ARTICLE 3- (1) This Directive, has been prepared on the articles 11 and 12 of the "Consultancy and Coordination Regulations for Disabled Persons in Higher Education Institutions" as published in the Official Gazete dated 14.08.2010 and numbered 27672 and Regulations for Higher Education Institutions on Counselling and Coordination for Disabled People drafted on the basis of Article 15 of the Law No: 5378 on Disabled People and Amendment to Certain Law and Decrees of 1/7/2005.

Definitions

ARTICLE 4- (1) In this Directive;

- a) Unit: Refers to Nevsehir Haci Bektas Veli University Disabled University Unit
- b) Special Needs Student: Refers to the student studying at Nevsehir Haci Bektas Veli University with a student who has difficulties in adapting to social life and meeting their daily needs due to the loss of physical, mental, spiritual, sensory and social abilities for any reason, congenital or later, and who needs protection, care, rehabilitation, counseling and support services.
- c) Special Needs Personnel: Refers to the academic and administrative staff working at Nevsehir Haci Bektas Veli University with those who have difficulties in adapting to social life and meeting their daily needs and need protection, care, rehabilitation, counseling and support services due to the loss of their physical, mental, spiritual, sensory and social abilities at various degrees for any reason, congenitally or later.
- ç) Commission: Refers to Nevsehir Haci Bektas Veli University Disabled University Unit Commission.
- d) Coordinator: Refers to Nevsehir Haci Bektas Veli University Disabled University Unit Coordinator.
- e) Deputy Coordinator: Refers to Nevsehir Haci Bektas Veli University Disabled University Unit Deputy Coordinator
- f) Rector: Refers Nevsehir Haci Bektas Veli University Rector
- g) University: Refer to Nevsehir Haci Bektas Veli University.

SECOND PART

Organs and Duties of the Unit

Bodies Of The Unit

ARTICLE 5- (1) Disabled Students Unit, serves under the Vice Rector in charge of Education and Training and consists of the following organs:

- a) Unit Coordinator
- b) Deputy Coordinator
- c) Unit Commission

Unit Coordinator

ARTICLE 6- (1) The Coordinator is assigned for 3 (three) years by the Rector from among the University lecturers specialized in the field of special education or in the field close to the special education field. The Coordinator whose term has expired can be re-appointed with the same method.

Duties Of The Unit Coordinator

ARTICLE 7- (1) The duties of the coordinator are:

- a) To prepare, execute and follow up the work program of the unit,
- b) Determining the meeting agenda of the unit commission, conducting the meeting secretariat and communicating the decisions taken by the commission to the relevant units,
- c) Annual activity to be notified to the Council of Higher Education and preparing the report containing the evaluation results and submitting it to the Vice Rector,
- ç) To ensure the regular work of the commission,
- d) To carry out joint studies with all units of the University and other public institutions and organizations for special needs,
- e) To fulfill other duties within the framework of the relevant legal regulations.

Deputy Coordinator:

ARTICLE 8- (1) Suggestion of the Coordinator responsible for education, She/He is appointed by the Rector from among the academic staff of Special Education Department for 3 (three) years with the approval of the relevant Vice Rector. She/He is appointed to assist the unit coordinator in his/her work and to act in his/her absence.

Duties Of The Deputy Coordinator

ARTICLE 9- (1) The duties of the assistant coordinator are as follows:

- a) To organize and carry out the activities of the unit,
- b) To preside over the unit commission when there is no unit coordinator,
- c) To ensure that the decisions of the unit commission are implemented,
- ç) To prepare an annual report on the work of the unit and submit it to the Rectorate.

Unit Commission

ARTICLE 10- (1) Under the leadership of the Vice Rector -in charge of education and training, Commission consists of Coordinator, Deputy Coordinator, representatives elected from administrators or academic persons appointed from the faculties, schools and institutes of the University, one representative from each of the students with special needs / academic-administrative staff, Head of Health, Culture and Sports Department, Head of Student Affairs Department, Construction and Technical Department and Head of the Library and Documentation Department.

(2) In the absence of the Vice Rector, the Commission is chaired by the Coordinator.

(3) The term of office of the commission members is 3 (three) years. Expired members can be re-appointed.

Duties Of The Unit Commission

ARTICLE 11- (1) The duties of the commission are as follows:

- a) To meet the needs of students with special needs / academic-administrative staff for effective participation in the university, to determine the obstacles they may encounter, to take measures and to produce solutions by making the necessary arrangements,
- b) To ensure that the educational environment and course materials are organized in a way that does not hinder the academic, physical, psychological and social lives of students with special needs and to make decisions regarding the preparation of education, research and hosting environments suitable for special needs,
- c) To monitor the practices regarding the organization of all units for individuals with special needs, to supervise the implementation of the decisions and strategies determined for those with special needs.

Unit

ARTICLE 12- (1) Under the chairmanship of the Vice Rector, it consists of the Coordinator, the Deputy Coordinator and the staff of the unit secretariat.

(2) Persons working as unit managers:

A vice dean in faculties,

A vice principal in institutes, colleges and vocational schools,

A branch manager in departments,

Unit Manager of Faculty / Institute / School / Department.

Unit managers ensure that the decisions taken by the commission are implemented in the units, the work done is monitored and the needs of students and staff with special needs in the units are met.

(3) The unit works in coordination with all academic and administrative units of the University.

Unit Duties

ARTICLE 13- (1) The duties of the unit are as follows:

- a) To determine the situation and problems of students and staff with special needs, to conduct researches and prepare projects for the solutions of their problems,

- b) To create a web page that includes publications, documents and information on the subjects falling within the duty and activity field of the unit, enables students and staff with special needs to express their problems and requests, and also allows communication with the relevant unit,
- c) To prepare documents, seminars, conferences, etc. that inform all university students and staff about special needs and the arrangements to be made for special needs students in order to inform and raise awareness. organizing activities, providing in-service training when necessary,
- ç) Identifying students with special needs who are enrolled in university programs during registration,
- d) To take the necessary precautions and make arrangements for the duration, place, material and application of the exam in accordance with the limitations arising from the nature of the obstacle,
- e) Organizing meetings on general problems with special needs students and staff,
- f) To cooperate with other institutions and organizations on issues related to special needs.

THIRD PART

Miscellaneous and Final Provisions

Cases With No Provisions

ARTICLE 14- (1) For topics not covered in this Directive, the provisions of the relevant legislation and the decisions of the Board of Directors of the Senate of Nevsehir Haci Bektas Veli University are valid.

Force

ARTICLE 15- (1) This Directive comes into force as of the date it is accepted by the Senate of Nevsehir Haci Bektas Veli University.

Executive

ARTICLE 16- (1) Rector of Nevsehir Haci Bektas Veli University enforces the provisions of this Directive.

Senato's Decision Accepting The Directive	
DATE	NUMBER
21.12.2020	2020.36.174.