



REGULATION ON THE DISABLED STUDENT ADVISORY AND COORDINATION UNIT

(Regulation Issued Pursuant to Articles 10(2)(3) and 16(2) of the Arkin University of Creative Arts and Design Establishment and Operational By-law, and Article 68(1) of the Arkin University of Creative Arts and Design Associate and Bachelor's Degree Registration, Instruction, Examination and Academic Achievement By-law)

SECTION ONE

Purpose, Scope, Legal Basis, and Definitions

1. Purpose and Scope

The purpose of this Regulation is to set forth the procedures and principles governing the activities of the Disabled Student Advisory and Coordination Unit established within Arkin University of Creative Arts and Design (ARUCAD), with the aim of facilitating the academic life of students with disabilities and students requiring special support, whether enrolled in ARUCAD programs or studying for a limited period through international exchange programs, and to ensure that the necessary measures are taken in this regard. This Regulation covers the provisions pertaining to the structure, functioning, duties, and responsibilities of the ARUCAD Disabled Student Advisory and Coordination Unit.

2. Legal Basis

This Regulation is titled the "Arkin University of Creative Arts and Design Disabled Student Advisory and Coordination Unit Regulation" and is enacted by the University Senate. The provisions of this Regulation are based on the Republic of Türkiye Law No. 5378 on "Persons with Disabilities" and the "Regulation on Advisory and Coordination Services for Persons with Disabilities in Higher Education Institutions."

3. Definitions

For the purposes of this Regulation:

- a) **Unit:** Refers to the unit composed of coordinator academic staff members appointed by the ARUCAD Rector, who are specialized in the field of disability or in a field closely related to special education,
- b) **Disabled Student:** Refers to a higher education student who, due to congenital or subsequent causes, has partially or completely lost physical, intellectual, mental, emotional, or social abilities to varying degrees; experiences difficulties in adapting to social life and meeting daily needs; requires protection, care, rehabilitation, counselling, and support services; and whose condition is certified by an official medical board report,
- c) **Coordinator/Coordinators:** Refers to the Coordinator(s) of the Disabled Student Advisory and Coordination Unit, appointed by the ARUCAD Rector from among ARUCAD academic staff for the purpose of coordinating the activities of the Unit,
- d) **Rector:** Refers to the Rector of ARUCAD,
- e) **University:** Refers to Arkin University of Creative Arts and Design

SECTION TWO

Structure, Operational Principles, and Duties of the Unit

4. Structure of the Unit

The Unit shall be composed under the chairmanship and responsibility of a Vice Rector in charge of educational affairs; coordinator academic staff members or assistants who are preferably specialized in the field of disability or in an area related to special education; relevant administrative units; and administrative or academic personnel to be appointed for a period of three (3) years by the Faculties, Schools, and Institutes. Members whose term has expired may be reappointed. In the event that a member leaves office before the end of their term, a replacement shall be appointed by the Rector to serve for the remainder of the term. The Head of the Unit and its members shall be appointed by the University Rector.

5. Operational Procedures and Principles of the Unit

- (1) At the beginning of each academic semester, and additionally whenever deemed necessary, the Unit shall convene upon the call of the responsible Vice Rector on a date determined by said Vice Rector. During these meetings, the Unit shall develop projects in line with its duties, take decisions regarding necessary arrangements, and oversee their implementation. Academic staff members from relevant programs and subject-matter experts may be invited to the meetings when required.
- (2) The Unit shall operate in coordination with all academic and administrative units.

6. Duties of the Unit

- (1) To identify the needs of students with disabilities who are enrolled in higher education programs in areas such as education, instruction, scholarships, administrative processes, physical accessibility, accommodation, social life, and similar matters during the course of their studies; to determine the measures required to meet these needs, to propose solutions aimed at eliminating obstacles, and to carry out the necessary arrangements in coordination with other units of the University,
- (2) To undertake studies aimed at ensuring that instructional programs are organized in a manner that does not hinder the academic, physical, or social life of students with disabilities; including the adaptation of the educational environment attended by the disabled student, the provision of assistive devices and equipment, the preparation of specialized instructional materials, and the arrangement of educational, research, and accommodation environments suitable for students with disabilities,
- (3) To ensure that all students are subjected to fair and accurate assessment and evaluation processes and to promote equal opportunity, thereby making the educational process meaningful for students with disabilities; this includes taking necessary measures and making arrangements concerning examinations such as providing additional time, appropriate venues, materials, and reader/assistant support, as well as implementing other accommodations necessitated by the nature of the disability,
- (4) To organize or participate in activities such as meetings, panels, conferences, and publications aimed at raising awareness among students enrolled at the University regarding issues related to disability,

- (5) To prepare informative documents for academic staff explaining disabilities, the limitations they may entail, and the necessary accommodations; to raise awareness, provide consultancy to relevant parties, and, when necessary, deliver in-service training,
- (6) To provide consultancy services to academic staff regarding the characteristics, needs, and potential instructional accommodations for students with disabilities enrolled at the University; to prepare publications and participate in informative activities,
- (7) To develop programs and projects specifically aimed at students with disabilities,
- (8) To prepare and implement the Unit's work plan, determine the budgetary requirements for its activities, and prepare an annual activity report to be submitted to the responsible Vice Rector,
- (9) To collaborate with Disabled Student Units of other universities, local government authorities, and non-governmental organizations,
- (10) To establish a website containing publications, documents, and information related to the Unit's duties and activities, providing students with disabilities studying at the University an opportunity to express their concerns and needs, and facilitating communication with the relevant Unit,
- (11) To supervise the implementation of decisions taken and strategies determined by the Unit,
- (12) To undertake efforts to ensure the free provision of assistive devices and equipment for students with disabilities who face financial difficulties,
- (13) To facilitate the preparation of informative publications regarding employment opportunities and professions, and to take measures to ensure that these materials are made accessible to students with disabilities,
- (14) To identify students with disabilities admitted to ARUCAD programs during the registration process,
- (15) To ensure that the University campus, including its buildings and open areas, is accessible to students with disabilities,
- (16) To carry out the necessary procedures for the election of a representative from among the students with disabilities enrolled at the University.

SECTION THREE

Other Provisions

7. Cases Not Providing Provisions in the Regulation

In cases not expressly covered by this Regulation, the provisions of other relevant legislation, as well as the decisions of the Board of Trustees, the Council of Higher Education (YÖK), the Higher Education Planning, Evaluation, Accreditation and Coordination Council (YÖDAK), the University Senate, the University Executive Board, and other relevant committees shall apply.

8. Entry into Force

This Regulation shall enter into force as of the date it is approved by the Senate of Arkin University of Creative Arts and Design.

9. Authority for Implementation

The provisions of this Regulation shall be executed by the Rector of Arkin University of Creative Arts and Design.