# (Senate Resolution dated 13.01.2021 no. 02)

**ATILIM UNIVERSITY**

**DIRECTIVE ON EDUCATION AND EXAMINATION FOR STUDENTS WITH DISABILITIES**

**SECTION ONE**

**General Principles**

**Purpose**

**ARTICLE 1 - (1)** This Directive aims to ensure equal opportunity in education and to contribute positively to the success of students with disabilities by eliminating the problems encountered by disabled students enrolled in associate, undergraduate, graduate or doctorate degree programs at Atılım University in course and exam practices due to their disabilities.

# Scope

**ARTICLE 2 - (1)** This Directive covers the course and exam practices in place in associate, undergraduate, graduate, and doctorate degree programs at Atılım University.

# Basis

**ARTICLE 3 - (1)** This Directive has been prepared based on the “Regulations on the Solidarity and Coordination of Persons with Disabilities at Higher Education Institutions”, published in the Official Gazette no. 29813, dated 14/02/2014.

# Definitions

**ARTICLE 4 -** (1) The definitions for this Directive are:

1. Course(s): The compulsory and elective courses of the associate, undergraduate, graduate, and doctorate programs of Atılım University,
2. Student(s) with Disabilities: Higher education students who have difficulties in adapting to social life and meeting their daily requirements due to the loss of their physical, mental, spiritual, emotional and social abilities to varying degrees, either congenitally or for any other reason, and who need protection, care, improvement, consultancy and support services;
3. The Students with Disabilities Unit: The unit established at Atılım University in accordance with Article 11 of Regulations on the Solidarity and Coordination of Persons with Disabilities at Higher Education Institutions published in the Official Gazette dated 14/02/2014 and numbered 29813,

ç) Report by the Board of Health for People with Disabilities: The document determining the disabilities and health status of a person with disabilities, and the purpose of utilization of itself; prepared by the Board of Health for People with Disabilities

1. Commission: The Commission to be established by the Students with Disabilities Unit of Atılım University,
2. President: The President of Atılım University,
3. Exam: Midterm exams and final exams for associate, undergraduate, graduate and doctorate degree programs at Atılım University, as well as make-up, single course, etc. exams in addition to these,
4. University: Atılım University.

**SECTION TWO**

**Points to Consider in Course Practices**

**Course practices**

**ARTICLE 5 - (1)** In order to ensure equal opportunity in education by eliminating the problems faced by students with disabilities due to their disabilities before, during and after course proposals, the procedures and principles of course practices to ensure that the success of these students is not negatively affected due to course practices are as follows:

1. The student with disability submits the Report by the Board of Health for People with Disabilities to the faculty member responsible for each course they take at the beginning of the year.
2. In classrooms with hearing-impaired students, regardless of whether they use hearing aids or not, the seating arrangement is planned so that they may easily see the instructor/ presenter.
3. In classes with hearing-impaired individuals, the instructor/ presenter makes the presentation facing the class.

ç) Visually impaired students are allowed to record lectures on objective topics, excluding personal opinions and discussions, with a voice recorder.

1. Since visually impaired students may not benefit from visual materials, verbal descriptions are made about the materials during courses where these are used, so that the visually impaired student may grasp the material.
2. It should be ensured that the classrooms for students with physical disabilities are located on the most architecturally-suitable floors.
3. Teaching/ presenting instructors in classes with students with disabilities prepare documents such as slides, presentations, cinevision, and overhead projectors relevant to the course, with the groups with disability in mind.

# Course exemptions

**ARTICLE 6 - (1)** If students with disabilities apply for course exemption due to their disability, and if the course is an elective, an equivalent course, if any, is provided.
 If there is no equivalent course or if the course is compulsory, the course is provided taking into account the existing technological infrastructure used in education and the student with disabilities.

# SECTION THREE

**Points to Consider in Examination Practices**

**Examination practices**

**ARTICLE 7 - (1)** In order to ensure equal opportunity in education by eliminating the problems faced by students with disabilities due to their disabilities before, during and after exams, the procedures and principles of examination practices to ensure that the success of these students is not negatively affected due to examination practices are as follows:

1. Examination halls are arranged taking into account the accessibility of the students with disabilities.
2. It is ensured that the announcements, reminders or corrections to be made by the examination officers regarding the exam or questions are made by taking into consideration the disability status of these students.
3. If necessary, disabled students are allowed to sit their exams with assisting equipment (hearing aids, telescopic glasses, prismatic glasses, magnifiers, etc.).

ç) If necessary, a reader-marker who is familiar with the terminology of the relevant department (instructor/ research assistant) is assigned to accompany the written exams of disabled students.

1. For visually-impaired students, questions are announced aloud.
2. For visually-impaired students with partial vision loss, a question booklet or question paper is prepared at the point font sizes of 16-18, or larger.
3. Students with disabilities such as visual, hearing, attention deficit, hyperactive, dyslexia - dysgraphia are ensured to take their exams in halls separate from the regular exam halls, where they will not disturb, or be disturbed by, others.
4. Time extensions may be provided to visually impaired students who take the exam with a reader-marker, or a large-print question paper or booklet, and to students with disabilities experiencing difficulties in writing and movement.

ğ) If necessary, students with disabilities may be allowed to take their exams with medicine, medical equipment or liquids (Insulin Pumps, etc.).

1. If necessary, students with disabilities are allowed to visit the lavatory during exams under the supervision of the examiner.

I) For students with disabilities who are required to have a companion, their companions are allowed to attend classes and exams with these students.

# SECTION FOUR

**Effective Date - Execution**

**Effective Date**

**Article (8) - (1)** This Directive shall take effect after its approval by the Atılım University Senate.

# Execution

**ARTICLE 9 - (1)** This Directive is executed by the President of Atılım University.