

ISTANBUL TECHNICAL UNIVERSITY
DIRECTIVE ON EQUAL OPPORTUNITY IN EDUCATION
FOR STUDENTS WITH SPECIAL NEEDS

CHAPTER ONE
Aim, Scope, Basis and Definitions

Aim and Scope

ARTICLE 1 - (1) This directive regulates and covers the procedures and principles for preparing the academic environment necessary to facilitate the educational life of students with special needs enrolled at Istanbul Technical University, taking the necessary measures and making arrangements in order to ensure their full participation in the education and training processes, and ensuring their full participation with equal opportunity in all services and activities carried out at the University and the environments they are carried out.

Basis

ARTICLE 2 - (1) This Directive has been prepared based on the relevant articles of the Law on Persons with Disabilities published in the Official Gazette dated 07/07/2005 and numbered 25868 and the Regulation on Higher Education Institutions Disability Consultation and Coordination published in the Official Gazette dated 14/08/2010 and numbered 27672.

Definitions

ARTICLE 3 - (1) In this Directive, the following definitions shall apply;

- a) Academic Advisor: The faculty members working in the Coordination Unit for Students with Disabilities,
- b) Unit: All faculties, institutes, colleges and directorates of Istanbul Technical University,
- c) Course: Compulsory and elective courses offered in undergraduate and graduate education programs at Istanbul Technical University,
- d) Accessible Information Center: The center structured to serve students and staff with special needs within Istanbul Technical University Department of Library and Documentation in cooperation with Istanbul Technical University Coordination Unit for Students with Disabilities,
- e) Coordination Unit for Students with Disabilities: The unit directly affiliated with the Rectorate that coordinates the support services for students with special needs,
- f) Student with Special Needs: Higher education students who need adaptation and support for meeting their daily needs and participation in community life as a result of physical, mental, sensory, psychosocial differences that are congenital or acquired for any reason,
- g) Part-Time Student: Students who are employed in part-time temporary jobs in higher education institutions and not considered a worker,
- h) Rector: Rector of Istanbul Technical University,
- i) Senate: Senate of Istanbul Technical University,

- j) Exam: All exams held in undergraduate and graduate education programs at Istanbul Technical University,
- k) University: Istanbul Technical University.

CHAPTER TWO

Education and Training Practices

Arrangements Regarding Course Adaptations for Students with Special Needs

ARTICLE 4 - (1) In order for students with special needs to continue their education within the framework of equal opportunity and their success not to be adversely affected, the following points are respected before, during and after the courses:

- a) The sentence “If you need any academic adaptation, please contact me.” is added to the course syllabuses followed by the faculty members.
- b) Faculty members are obliged to keep the personal data of students with special needs sent by the Coordination Unit for Students with Disabilities confidential.
- c) Instructors and faculty members cooperate with the Coordination Unit for Students with Disabilities during the preparation of course materials for students with special needs.
- d) Classroom locations are selected by considering the possibility of students with ability differences to attend the course and taking into account the physical accessibility conditions; measures are taken in classrooms so as not to cause mobility restrictions for students with special needs.
- e) Faculty members deliver the lecture facing the class especially upon request of students with hearing impairment.
- f) In line with the request of students who use hearing aids, systems that reduce background noise and negative sound effects in classrooms are provided, which are configured based on current technology.
- g) Students who cannot follow the lectures with alternative academic adaptations for their special needs are allowed to follow the lecture sessions by taking audio or video recordings for note-taking and studying purposes. If the student and the course instructor agree, a document guaranteeing the use of the recordings only for the course may be prepared to be signed by the instructor and the student.
- h) Faculty members may deliver course materials related to the covered topics before, during or after the course to students who follow the course with assistive technology solutions due to visual impairment or vision loss in digital or printed formats upon the student’s request.
- i) In order to ensure that students who follow courses with assistive technology solutions due to visual impairment or vision loss can benefit from computerized application courses in an accessible way, screen reading software, electronic magnifiers and similar appropriate equipment are made available, and cooperation is made with the Coordination Unit for Students with Disabilities for their opinion and guidance while making the necessary adaptations.
- j) In line with the request of the student, who has difficulty in comprehending the lesson with

the methods provided for everyone due to visual impairment or vision loss, the faculty members describe and detail the visuals in the lesson in order to ensure equality in education.

- k) Assignments and projects given to students with special needs are adapted by taking into account the ability differences of the students.
- l) At the beginning of the academic year, an orientation meeting is held, which describes the services offered to students with special needs by the Coordination Unit for Students with Disabilities and the duties and responsibilities of the University Units for Students with Disabilities, including the representatives of the relevant administrative service units of the University.
- m) Upon request of students with special needs, all course content such as lecture notes and presentations are provided in print and/or electronic format at the beginning of the academic semester (within the first two weeks of the semester) or at least 48 hours before each lecture.
- n) Upon request of students with special needs, the syllabus/program, which explains the detailed course plan, weekly topics to be covered, assignments, evaluation criteria, attendance requirements, expectations, etc. in detail, is provided in written and/or electronic format according to the student's preference.
- o) If needed, it is ensured that the courses in which students with special needs are registered are broadcast live on an electronic platform and/or the video recordings of the courses are created in a professional manner, and the students are given access to the video recordings.

Arrangements Regarding Exam Procedures and Principles for Students with Special Needs

ARTICLE 5 - (1) Support can be requested from the Coordination Unit for Students with Disabilities before, during and after exams in order to ensure that students with special needs can continue their education within the framework of the principles of equal opportunity and inclusive education and that their success is not adversely affected, and the following points are respected:

- a) The selection of exam halls is made by taking into account that students who require accessibility adaptations may take the exam and accessibility rules. For example, it is ensured that the exams of the courses for which it is determined that there are students with physical disabilities are held in accessible environments where they will not encounter problems arising from physical obstacles.
- b) During the process of assigning the exam proctors, it is checked whether there is a student with special needs who will take the exam, and if there is, efforts are made to solve the difficulties that the student will encounter.
- c) Announcements such as exam hours, exam locations and exam topics are prepared by the examiners in formats that can be accessed by everyone in digital and printed formats, taking into account the possibility of participation of students with special needs.
- d) Students with special needs who need additional equipment support in their exams are allowed to use the auxiliary tools and equipment they need (hearing aids, telescopic glasses, Braille typewriter, note-taking devices, electronic magnifiers, etc.).

- e) It is ensured that the student can take the exam using the functional assistive technology solution s/he chooses or requests (such as a computer with screen reader program, magnifier or appropriate electronic equipment), the necessary infrastructure and hardware solutions are made available in all faculties and institutes, and the preparations are shaped by taking the opinion of the Coordination Unit for Students with Disabilities and ITU Accessible and Barrier-Free University Commission.
- f) It is ensured that the exam of a student who is unable to complete the exam on his/her own due to vision loss or visual impairment despite the improvements made in the font size and stylistic features of the content is read and administered by a research assistant in a separate environment. The selected research assistant is assigned from the department of the course for which the exam is made, from among the people who are familiar with the concepts and terminology of the course. In the absence of a research assistant, the exam is administered by the course instructor or by a different faculty member from that department.
- g) It is ensured that the separate environment selected for the student who is decided to take the exam alone or with an assistant reader is located close to the exam hall where other students' exams are administered so that the student can learn about the changes related to the exam and ask questions when necessary.
- h) Students with special needs can be given computer-assisted exams in laboratories and environments that will be prepared with appropriate arrangements upon their request.
- i) For students who have difficulty in performing the exams with the methods applied for everyone due to visual impairment or vision loss, it is ensured that the exam paper/booklet is delivered in Braille format or in a large size suitable for the visual level of the students, upon their request.
- j) Upon the request of students with special needs who have difficulties in exam environments due to visual and/or hearing difficulties, attention deficit, hyperactivity, dyslexia - dysgraphia, dystonia and similar ability differences, and upon the approval of the Coordination Unit for Students with Disabilities, students are allowed to take the exam in a single-person environment accompanied by a supervisor. In line with the approval of the student and the course instructor, the exam can be recorded visually, in audio or in a way that covers both methods.
- k) For students with speech (stuttering, aphasia, dysphasia, etc.) and hearing impairment, adaptation or appropriate assessment and evaluation methods are used in oral exam applications.
- l) Students who are unable to complete their exams within the time specified for everyone due to medical certificates about the disability status and documented conditions where treatment continues due to temporary or permanent loss of ability, illness and similar reasons, which are regulated within the scope of the Regulation on Disability Assessment for Adults, are given additional time by cooperating with the Coordination Unit for Students with Disabilities and taking into account the adaptation suggestions. The additional time to be given is determined by 1/3 of the exam duration or by evaluating the opinions of the student, the course instructor and the Coordination Unit for Students with Disabilities; the possible exam preparation and settlement time of the student, whose need for additional time

is determined, is not included in the additional time to be given.

- m) Students with special needs are allowed to enter the exam with the medication, medical equipment, etc. they use.
 - n) During the exam, due to the biological and psychological needs of the students, the examiner may allow a short break from the exam under the supervision of an attendant, provided that the student returns; if the exam is not carried out by the course instructor, the examiner notifies the course instructor about the situation.
 - o) In order to prevent the disability of students with special needs from creating a disadvantage, the exam program is planned to have a maximum of two exams in one day upon the student's request.
 - p) Upon the request of students with special needs, visuals suitable for words, information and concepts in the questions in their exams are found or created and added to the relevant sections to ensure that the questions can be easily understood by the student. In order to plan the adaptation in a qualified manner, the opinions of the student who made the request, the faculty members who conduct the exams and the Coordination Unit for Students with Disabilities are taken.
- (2) Faculties, institutes, colleges and directorates that identify students whose access to the exams is restricted due to difficulties not specified in these articles cooperate with the Coordination Unit for Students with Disabilities regarding the issues that require individual adaptation of the exam in order to make the necessary adaptations and carry out studies in coordination to find solutions.

Course Exemption and Adjustment

ARTICLE 6 - (1) Instead of exemption for theoretical and applied courses that are not possible for students with special needs to take due to the failure to provide accessibility with the academic adaptations to be made, adjustment is made according to the student's situation in line with the opinions of the academic advisor and the instructor, with the approval of the relevant unit, or in cases where adjustment is not possible, students are allowed to choose another course with the same credit according to the nature of the course (compulsory/elective). Provisions to be made in line with this article are regulated on the basis of the principles of Istanbul Technical University Exemption and Adjustment Procedures Directive.

Part-Time Student Support for Students with Special Needs

ARTICLE 7 - (1) Students with special needs can be provided with part-time student support services before, during and after the course, in areas such as note-taking and course reinforcement studies upon their request. During the planning process of the support, the Coordination Unit for Students with Disabilities works in coordination with the academic units where the student receives education and the bodies of the University that carry out the student procedures.

- (2) In order to provide this service;
 - a) The Coordination Unit for Students with Disabilities requests part-time students from the University according to the needs identified at the beginning of each academic year.

- b) Care is taken to ensure that the part-time student is related to the field of education of the student with special needs to be matched.
- c) The Coordination Unit for Students with Disabilities coordinates the support services to be provided by the allocated part-time students in line with the needs of students with special needs.

CHAPTER THREE

Access to Services

Architectural Accessibility

ARTICLE 8 - (1) The following arrangements are made to ensure that students with special needs can access the indoor and outdoor areas of the University without difficulty:

- a) All architectural spaces to be included in the new structuring of the University are designed in accordance with national and international standards, so that they can be used by everyone (including students with special needs) as much as possible, without the need for any special additional design or arrangement.
- b) In existing and historical buildings, necessary modifications are made with projects that are suitable and adaptable to the building or space, taking into account the national and international standards for architectural accessibility and classrooms.
- c) Students with mobility restrictions are allowed to use the existing elevators for the duration of their use, in line with the documentation of their temporary or permanent disability.
- d) The Coordination Unit for Students with Disabilities cooperates and coordinates with the relevant units in order to provide the means for the transportation of students with special needs to the unit where they are registered.
- e) The Coordination Unit for Students with Disabilities works in coordination with the relevant units to facilitate the implementation of the necessary arrangements and measures within the buildings in order to ensure that visually impaired students can reach their classrooms in an unaided and accessible manner, and offers solutions.
- f) In all accessibility-related practices of the University, the opinion of the Coordination Unit for Students with Disabilities is taken, and the units cooperate with the Coordination Unit for Students with Disabilities to carry out their work in coordination.

Access to Information

ARTICLE 9 - (1) All electronic systems and technologies used by the University are tailored to the needs of students with special needs. All web services provided for students with special needs to access the web-based services of the University, all systems that have been published in the past and that will be put into service after new configurations are gradually prepared by taking into account the minimum AA and above accessibility standards of the accessible web content preparation guidelines (WCAG 2.1) version provided by the World Wide Web Consortium (W3C). The official website of the University, the websites of the units affiliated to the University, the student automation system and all web-based content that offers

internet-based educational content are developed, created and regularly updated to support developing and changing assistive technology solutions.

(2) Publications requested by students with special needs from the libraries of the campuses or departments where they receive education are reproduced or loaned in the format they want, provided that they comply with the provisions of the Law No. 5846 on Intellectual and Artistic Works regulating the access of persons with disabilities to materials.

(3) After the studies carried out by the University's Department of Information Technologies, Department of Library and Documentation, and the Coordination Unit for Students with Disabilities to make the information access facilities of the University accessible, all materials related to the courses of the students and contributing to their personal development, provided to the students through the University library facilities, are delivered to the students with special needs in the desired format (MP3, Braille, MS Word, PDF, etc.) in line with the request of the student, with the cooperation of the Coordination Unit for Students with Disabilities and the Department of Library and Documentation.

(4) In all practices of the University regarding access to information, service provider units work in coordination with the Coordination Unit for Students with Disabilities.

(5) Upon request of students with special needs, audio description, sign language translation and subtitles are provided for visual educational materials such as films and videos, and written transcripts of audio recordings are provided for audio materials. While planning the practices, cooperation is made with the Coordination Unit for Students with Disabilities.

Access to Health and Rehabilitation Services

ARTICLE 10 - (1) Necessary accessibility arrangements are made for students with special needs who continue their education at the University to benefit from the health services offered by the University.

(2) Support is provided for students with special needs who continue their education at the University to inform and guide them in the processes of obtaining or renewing a disability report and benefiting from services in line with physician evaluation.

(3) During the education periods, students who have difficulty in continuing their education due to long-term or permanent loss of ability due to any reason, are provided psychological, medical, orientation and mobility support in line with the conditions of the University in order to solve the problems that make it difficult, restrictive or impossible to participate fully and effectively in educational activities.

CHAPTER FOUR

Miscellaneous and Final Provisions

Positive Attitude

ARTICLE 11 - (1) All academic and administrative staff working at the University should adopt

an approach that will exhibit positive attitude and behavior towards students with special needs, within the framework of respect for individual differences.

(2) It is ensured that the University's academic and administrative staff participates in activities to be prepared by the Coordination Unit for Students with Disabilities to increase the level of positive attitude, awareness and consciousness.

(3) It is ensured that the University's academic staff participates in the studies on preparing accessible materials and consultancy for the exam and course practices to be organized by the Coordination Unit for Students with Disabilities.

Social, Cultural, Sporting Activities and Facilities

ARTICLE 12 - (1) With an anti-discriminatory approach, the University encourages students with special needs to participate in cultural and sports activities organized by the University and provides the necessary facilities in this regard.

(2) The University takes the necessary measures to the extent possible for students with special needs to develop and use their creative, artistic and intellectual capacities; makes arrangements to solve the difficulties in accessing activities.

(3) The Coordination Unit for Students with Disabilities cooperates with the relevant units in order to provide support services to meet the scholarship and dormitory needs of students with financial difficulties, and provides consultancy for the implementation of the decisions to be taken by offering solutions.

(4) The Coordination Unit for Students with Disabilities conducts informative studies on employment opportunities and professions for students with special needs.

(5) The Coordination Unit for Students with Disabilities works with the relevant service units of the University in order to ensure that students with special needs benefit equally from all social and cultural activities and similar opportunities planned at the University.

Benefiting from Services

ARTICLE 13 - (1) Students with special needs notify the faculty where they study, the Coordination Unit for Students with Disabilities or the Rectorate of Istanbul Technical University about the adaptations they request with a petition, together with a medical certificate about the disability status issued within the scope of the Regulation on Disability Assessment for Adults, a disabled identity card prepared within the scope of the relevant legislation of the Ministry of Family, Labor and Social Services, a physician's opinion, a document stating that the treatment is continuing due to temporary or permanent loss of ability, disease or similar reasons within the scope determined by legal grounds. All units to which the request reaches cooperate for a solution.

Disasters and Emergencies

ARTICLE 14 - (1) In case of disasters and emergencies, necessary arrangements are made by the relevant units so that students with special needs, like all students, can safely leave the place they are in; all activities such as training and informative documents are delivered by making appropriate arrangements that students with special needs can benefit from.

Cases without Provision

ARTICLE 15 - (1) In cases where there are no provisions in this Directive, the provisions of other relevant legislation and the decisions of the Senate and the board decisions of the relevant units are applied by taking the opinion of the Coordination Unit for Students with Disabilities.

Enforcement

ARTICLE 16 - (1) This Directive enters into force on the date it is accepted by the Senate of Istanbul Technical University.

Execution

ARTICLE 17 - (1) The Rector of Istanbul Technical University executes the provisions of this Directive.