

## **LEGISLATION**

From the Directorate of Higher Education Committee;

### **HIGHER EDUCATION INSTITUTIONS' ADVISORY AND COORDINATION LEGISLATION FOR HANDICAPPED**

#### **CHAPTER 1**

#### **Objection, Content and Grounds**

##### **Objection**

**ITEM 1** - (1) The objection of this item is to regulate the working procedures and principles of Board of Advisory and Coordination for Handicapped formed by the Directorate of Higher Education Committee and departments regarding the handicapped which will be constituted in ÖSYM and the universities for taking precautions and making some regulations to make the education life of the handicapped students in universities easier.

##### **Content**

**ITEM 2** - (1) This legislation comprises the Board of Advisory and Coordination for Handicapped formed by the Directorate of Higher Education Committee and departments regarding the handicapped which will be constituted in ÖSYM and the universities.

##### **Grounds**

**ITEM 3** - (1) This legislation has been prepared based upon the 15th item of the Law regarding changes on some laws or decree laws and the handicapped dated 1/7/2005 and numbered 5378.

#### **CHAPTER 2**

#### **Board of Advisory and Coordination for Handicapped and Departments Regarding The Handicapped**

**ITEM 4** - (1) In the Higher Education Committee, Board of Advisory and Coordination for Handicapped is founded to provide equipments, to provide suitable education opportunity for the handicapped, to prepare special class materials and to work on providing housing and searching environment, to function as reporter for the commission to be basis to the activities, to offer for consideration of the commission, with the aim of making handicapped university students' life easier.

**ITEM 5** - (1) A commition of three members is built up by the Higher Education Committee on the purpose of determining the needs of the handicapped and providing coordination between higher education institutions regarding what to do about these needs. Members of the commission is elected between the academists who has knowledge on the handicapped and preferably the relevant fields.

**ITEM 6** - (1) Advisory Board for Handicapped is founded in Higher Education Committee. Precedures and principles are determined by ÖSYM directorate.

**ITEM 7** - (1) Duties of the Board of Advisory and Coordination for Handicapped are these:

- a) To offer consultancy to handicapped students who want to study at Higher

Education Institutes about the programme they can study.

- b) To create the list of programmes in the universities which are opened for the handicapped students by cooperating with the Higher Education Committee and higher education institutions and to add the rules about the subject to the ÖSYS Guidebook.

- c) To create the list of programmes which aren't especially opened fort he handicapped but which the handicapped can study according to their disablement degree by collaborating with Higher Education Committee and higher education institutions.

- d) To report the list of applications of the handicapped and the results of the assesment to the Head of Higher Education Committee every academic year to be evaluated in determining the programmes opened fort he handicapped.

**ITEM 8** - (1) The handicapped students' department connected to medico-social, health, culture and sport directorate is formed to detect the needs of the handicapped relating academic, official, physical, psychologic, housing and social fields by the higher education institutes in the responsibility of one of the vice rectors. One of the duties of these departments is also to meet these needs by analysing what to do and by planning, applying and developing the future activities. The procedure and principle is regulated by the universities.

(2) The higher education institutions inform the Head of Higher Education Committee about the operating reports and assessment results annually.

**ITEM 9** - (1) The Handicapped Departments in higher education institutions has following duties:

- a) To meet the needs of the handicapped registered to the higher education programmes during their education process, to determine the obstacles they may face and the precautions and offer solutions to remove them, to make necessary regulations.
- b) To set rules about both preparing the environment that the handicapped is being in and providing equipments, suitable education, special class materials, housing and searching environment for the use of regulating the education programmes in the way that the handicapped students' academic, physical, psychologic and social lives aren't badly effected.
- c) To run a publishing campaign oriented the students and the academicians, to prepare documents to explain the academicians the subject of the handicap and the handicapped, the boundedness of being handicapped and necessary regulations, to increase the awareness level, to offer consulting service, to give inservice training when necessary.
- d) To develop programmes and projects.
- e) To prepare and implement the working programme and to prepare annual budget and annual activity report and to present them to the vice rector.

- f) To arrange seminars, conferences, etc.

#### CIRCULAR NOTE

There are 28 student clubs and organisations are engaged in an activity and during the functioning of these clubs and organisations and during the new applications sometimes some demands which aren't suitable to the Function and Foundation Legislation of Student Clubs are made.

In an attempt to student clubs' function and foundation to be understood and to make them function in the same way, this circular note has been published.

1. Club rules are prepared according to the Function and Foundation Legislation of Student Clubs dated 15.01.2009 and numbered 2009/2 and the clubs function as part of the rules of legislation.
2. Student clubs make their general meeting and identify management and supervision rules in at last 4 weeks of the beginning of every academic year. Club presents the rules, list of members, activity and budget programme to Department of Health, Culture and Sport. The student clubs which are founded out of this period can be supported partly.
3. Student clubs who didn't present their programmes in 4 weeks aren't allowed to be active with a student group.
4. Student clubs make election to choose a representer. Election calendar is announced by Department of Health, Culture and Sport at the beginning of every academic year.
5. Student clubs receive their academic advisers' approval before presenting their activity and budget programme unless their programmes aren't be approved. Also student clubs' every demand from Department of Health, Culture and Sport has their academic advisers' approval unless their demands aren't be accepted.
6. Student clubs apply for the Department of Health, Culture and Sport before at last 15 days of the activity with a letter of application in order to prepare the conditions (conference hall, announcement, etc.) for them. There are the forms to fill according to type of the activity:
  - a) If the clubs want to use transporting support, they fill in transporting assignment demand form which they can find on the website <http://sks.karabuk.edu.tr.default.htm> in the way to be registered in rectorate at last 10 days before the activity.

- b) The clubs which want to open a stand fill the related form on the website, <http://sks.karabuk.edu.tr.default.htm> and send it in the way to be registered in rectorate at last 7 days before the activity.
- c) The clubs which demand to take part in an activity fill in a form and send an official letter in the way to be registered in rectorate at last 7 days before the activity in the same city at last 15 days before the activity in another city.
- d) Hall assignment demand form is filled at last 7 days before the activity and is sent with an official letter.
- e) Student clubs which demand for materials fill in the related form on the website and appeal to the Department of Health, Culture and Sport at last 15 days before the date that they demand.

The applications which aren't made on time aren't accepted.

7. All student clubs register in the sharing platform which is created to make the student clubs meet and coordinate. The directory of each club is responsible of the club's website's activity. Announcements are done, comments and ideas about the clubs are shared on this platform. Each club has an e-mail address linked with [sks@karabuk.edu.tr](mailto:sks@karabuk.edu.tr) which is reported to the Department of Health, Culture and Sport at the beginning of the academic year.
8. In the end of general meetings which are held in 4 weeks of the beginning of every academic year, the academic advisors and the club representers have a meeting soon after the elections in the organisation of Department of Health, Culture and Sport. The date and the place of the meeting is announced by the Department of Health, Culture and Sport.

**9-** Applications to establish a new student club will be taken within three months from the academic year.

**10-**Students who will apply for a club must apply to presidency with the following documents listed below.

- a. Letter of application filled out by students who seek to establish a club.
- b. Temporary board of the club ( It consists of at least 5, at the most seven permanent and three substitute)

- c. The charter of the club prepared according to the directive of establishment and operation of student clubs.
- d. The list of the founding member of the club (It consists of at least fifteen students) These documents should be delivered to the department of health, culture and sport by being filled out completely.

**11-** Students who will apply for a club should pay attention to the following points listed below.

If there is a club established in the same area and similar purposes, the establishment of another club which is able to enter to that area is not allowed.

- a. The necessary establishing documents should be prepared properly and completely ( for example, photograph, signature and address and phone number should be accurate in the forms)

While application is being made for a club , the necessary establishing documents will be prepared according to examples available in site <http://sks.karabuk.edu.tr/default.htm>

**12-** As of the date when the club is allowed to be established, the first general assembly should be done within fifteen days. The club board of directors is supposed to present the result of the general assembly to the department of health, culture and sport in the form of report.

**13-** Student clubs are supposed to keep the accounts stated in the directive of establishment and operation of student clubs. Before the newly established clubs become active, their accounts should be approved by the department of health, culture, and sport.

The accounts of student clubs can be checked by the department of health, culture and sport when it is required. When any irregularity is determined during the period of control, the club is notified in writing and asked to correct the transaction. When the same situation is repeated, recommendations are made to the President's Office for the closure of the club.

**14-** The charter of the club prepared by candidate clubs and all the reports prepared by active clubs will be transmitted to the department of health, culture and sport electronically in the form of file via [sks@karabuk.edu.tr](mailto:sks@karabuk.edu.tr)

This circular will be in effect from the date of publication.

I kindly request you to take necessary action.

PROF.DR.Burhanettin UYSAL

President