

PAMUKKALE UNIVERSITY
DISABLED STUDENT UNIT
PROCEDURES AND PRINCIPLES RELATED TO SERVICE
REQUEST FORMS

THE FIRST PART

Purpose and Scope, Basis, Definitions

Purpose and scope

ARTICLE 1- (1) The purpose of these Procedures and Principles is to meet the needs of disabled students in Pamukkale University Disabled Student Unit regarding classroom adaptations, exam applications, course partnership, education and training, etc. and to regulate the relevant procedures and principles.

Basis

ARTICLE 2- (1) These Procedures and Principles, have been prepared on the basis of the relevant articles of the "Higher Education Institutions Disabled Counseling and Coordination Regulation" published in the Official Gazette dated 14/08/2010 and numbered 27672, as well as Pamukkale University Senate's decision dated 02/05/2017 and numbered 09/06' Pamukkale University Disabled Student Unit Directive' and 'Pamukkale University Disabled Student Education-Teaching and Exam Application Principles' accepted by the Senate Decision dated 29/05/2017 and numbered 10/3 of Pamukkale University.

Definitions

ARTICLE 3- (1) In accordance with these Procedures and Principles; the following items;

- a) Coordinator: Coordinator of the Disabled Student Unit,
- b) Academic Unit: Graduate School, Faculty, Higher School, Vocational School,
- c) Disabled Student: A student who has been certified as disabled by a medical board report,
- d) Responsible Instructor: Responsible person for the course,
- e) Course Partner:
- e) Service Application Form: A form containing the services that a disabled student will request by declaring their disability status,
- f) Teaching Adaptation Letter: The form containing the in-class adaptations that the disabled student will demand by declaring their disability,
- g) Course Partner Commitment (Student Form): A form containing the rules that a disabled student will follow in the course partnership that s/he will request by declaring his disability status,
- h) Course Partner Commitment (Course Partner Form): The form containing the rules to be followed by the student who accepts to be a partner in the course partnership that the disabled student will demand by declaring his disability,

- i) Photo Shoot Commitment: A form containing the rules that the disabled student will follow for the photo shoot that he will request by declaring his disability status,
- i) Audio Recording Commitment: A form containing the rules that a disabled student will follow for the audio recording that he will request by declaring his disability status

are defined as above.

THE SECOND PART

Receipt and Evaluation of Requests

ARTICLE 4- (1) In classroom adaptations of disabled students, exam applications, course partnership, their needs related to education and training etc., their requests, the following points are observed in the evaluation:

- (a) The student who will request an in-class and exam adaptation from the Disabled Student Unit must fill out the "Service Application Form" at the beginning of each semester related to the Academic Year in which he/she has requested. The services requested during the semester are also provided by the relevant academic unit (Graduate School, Faculty, Higher or Vocational School) and are accepted when the course supervisor deems it appropriate. The disabled student must complete the official certification (health report) related to the disability status for the adaptations requested. The current disability report should be submitted by the student at the beginning of each semester if they need to adapt the courses they take
- (b) For the services requested by the disabled student in the "Service Application Form", he/she must also fill out the one related to his/her request from among the "Course Partner", "Photo Shoot Commitment", "Audio Recording Commitment", "Teaching Adaptation Letter" documents.
- (c) The documents "Service Application Form", "Course Partner", "Photo Shoot Commitment", "Audio Recording Commitment" and "Teaching Adaptation Letter" filled out by the Disabled Student are reproduced in 3 copies, one of which remains in the DSU and the other in the relevant academic unit.
- (d) After the document filled in by the Disabled Student is signed by the Disabled Student Unit Coordinator, it is personally delivered to the relevant academic unit (Graduate School, Faculty, Higher or Vocational School) within 3 (three) working days at the latest. Otherwise, the form will be considered invalid.
- (e) The relevant instructor in charge of the course is informed by the academic unit about the application, which is the subject of the document filled out by the Disabled Student, and her/his approval is obtained within 3 working days at the latest.
- (f) One of the mutually signed forms remains with the instructor herself/himself, one remains with the student, and the other remains with the DSU.

Responsibility

ARTICLE 5- The implementation of "Service Application Form", "Course Partnership Commitment", "Photo Shoot Commitment", "Audio Recording Commitment" and "Teaching Adaptation Letter" is the joint responsibility of the student, academic unit, instructor and Disabled Student Unit.

Obligations of the Student

ARTICLE 6- The Disabled Student Unit aims to meet the academic needs of students affected by disability (course and exam adaptations, etc.) through the following forms.). The provision of services depends on the correct communication conducted between the student and

the instructor. Therefore, students with disabilities should pay attention to the following points;

- (a) At the beginning of each semester, to contact the lecturers of the courses they have enrolled for that semester, to inform the lecturer about their needs by explaining their situation.
- (b) If they need adaptations in the courses they take at the beginning of each semester, submitting the current disability report to the Disabled Student Unit,
- (c) To follow up the current forms and announcements on the web address of the coordinatorship unit,
- (d) To follow up the messages received to the e-mail address given when registering with the coordination unit and to share the changes with the advisory unit,
- (e) To comply with the commitments specified in the "Service Application Form", "Course Partner", "Photo Shoot Commitment", "Audio Recording Commitment" and "Teaching Adaptation Letter". In case of non-compliance with the specified obligations, legal actions may be taken against the relevant people in accordance with the provisions of the legislation.

Enforcement

ARTICLE 6- (1) These Procedures and Principles shall enter into force following the adoption by the Senate of Pamukkale University. In cases where there are no provisions in the Procedures and Principles of these Service Request Forms, the decisions of the Senate and the board of directors or the units' board of directors are applied with the provisions of other relevant legislation.