

ISTINYE UNIVERSITY

SENATE MEETING

MEETING DATE	MEETING HOUR	SESSION NUMBER
01 April 2026	13.30	15

ISTINYE UNIVERSITY

BARRIER-FREE STUDENT UNIT EXAMINATION PROCEDURES AND PRINCIPLES

Chapter 1

Purpose, Scope, Basis and Definitions

Purpose and Scope

ARTICLE 1

(1) These Implementation Principles establish the procedures and standards governing the education, training, and examination processes for students with disabilities at Istinye University. They aim to ensure equality, accessibility, and full academic participation.

(2) These principles apply to students with disabilities enrolled at the University, as well as to disability advisors, instructors, exam proctors, Department/Program Heads, and administrative units responsible for exam organization and administration.

Basis

ARTICLE 2: These Implementation Principles are based on the Istinye University associate degree and Undergraduate Education and Training Regulations, the Istinye University Graduate Education and Training Regulations, and the Istinye University Barrier-Free Student Unit Directive.

Definitions

ARTICLE 3

(1) For the purposes of these Implementation Principles, the following definitions apply:

a) **Academic Unit:** Faculties, Graduate Education Institutes, and Vocational Schools within the University.

b) **Course:** Any theoretical or practical course offered at the University.

c) **Student with a Disability:** A University student who has applied to the Barrier-Free Unit due to a disability and requires support.

d) **Barrier-Free Student Unit:** The unit established according to its directive, responsible for providing services and support to students with disabilities, faculty, exam proctors, and Department/Program Heads in matters related to education, training, and examinations. It also provides consultancy for accessible campus initiatives; monitors progress and serves as the secretariat for the Barrier-Free Student Unit Management Board.

- e) **Barrier-Free Student Unit Management Board:** A board chaired by the Vice Rector, responsible for making decisions regarding services and accommodations for students with disabilities.
- f) **Exam:** Any examination conducted within associate degree, undergraduate, and graduate programs.
- g) **University:** Istinye University.

Chapter 2

Examination Procedures and Principles

Examination Practices

ARTICLE 4

(1) The following regulations are implemented to ensure equal opportunities and accessibility for students with disabilities during examinations:

- a) Before each exam, the relevant academic unit will verify the status of any students with disabilities taking the exam.
- b) Exam rooms for students with disabilities will be selected based on accessibility criteria. The academic unit, in coordination with the Barrier-Free Student Unit, will ensure the accessibility of these rooms.
- c) If an accessible building or room is unavailable, alternative measures will be taken to provide access to the exam room for the student with a disability.
- d) The Barrier-Free Student Unit will coordinate any special arrangements regarding exam schedules or announcements with the relevant Department/Program and Planning Office prior to the exam.
- e) Upon a student's request, the Barrier-Free Student Unit may request support from the relevant academic unit to assign a faculty member familiar with the course content to serve as a reader, scribe, or prompter during the exam.
- f) With the approval of the student's academic unit, students with disabilities may be permitted to take the exam individually in a suitable environment.
- g) If a student applies to the Barrier-Free Student Unit for extended exam time, the request will be evaluated by the relevant academic unit. If approved, the extended time will be noted in the exam instructions prepared by the Department/Program, and the proctor will be informed.
- h) Upon request from a student with a visual impairment or difficulty seeing, a large-print version of the exam paper/booklet will be provided.
- i) Students with disabilities may use assistive devices (hearing aids, telescopic glasses, magnifying glasses, etc.) or necessary medication/medical equipment (insulin pump, etc.) during exams, with the instructor's knowledge.
- j) When necessary, students with disabilities will be allowed to complete exams on a computer. For visually impaired students with a corrected disability of 40% or more, exam arrangements may include computers with audio programs. The Barrier-Free Student Unit Management Board will determine eligibility for these arrangements.

k) Students may take breaks during exams, as needed, due to their disability, illness, or other health conditions (e.g., checking blood sugar, taking asthma medication, receiving oxygen therapy, or using the restroom).

l) If a student with a disability requests a break during the exam due to a biological or psychological need, the proctor may grant a short break, provided the need is related to the disability and the student returns to the exam room. The break time will be added to the student's total exam time. The proctor will inform the course instructor of the situation.

m) If requested by a student with a disability and deemed appropriate by the relevant Board of Directors, alternative questions measuring the same knowledge may be prepared based on the student's type and level of disability, or an equivalent assessment method may be used to accurately evaluate the student's performance.

Chapter 3

Miscellaneous and Final Provisions

Disputes and Unforeseen Circumstances

ARTICLE 5 - Any disputes or situations not covered by these Implementation Principles will be resolved by the Barrier-Free Student Unit Management Board, in consultation with the Barrier-Free Student Unit.

Chapter 4

Effective Date and Implementation

Entry into Force

ARTICLE 6 - These procedures and principles will take effect on the date of their adoption by the Senate.

Implementation

ARTICLE 7 - The Rector is responsible for the implementation of these procedures and principles.