**CYPRUS INTERNATIONAL UNIVERSITY**
**REGULATIONS FOR EDUCATION AND EXAM PRACTICES FOR DISABLED STUDENTS**

## PART ONE
## General Provisions

**Basis** **1.** The Board of Trustees of Cyprus International University makes the following Regulations based on the authorization provided by paragraph (a) of Article 7 of the Main Regulations of Cyprus International University.

**Aim** **2.** These Regulations have been prepared to ensure that the staff and students of Cyprus International University are informed about the needs of disabled students and other related issues and to determine the necessary principles and methods to provide suitable environments for disabled students in education and training and examinations within the University.

**Definitions** **3.** Unless otherwise specified in these Regulations;

"Disabled Student" means university students who have difficulties in adapting to social life and meeting their daily needs due to the loss of their physical, mental, spiritual, emotional, and social abilities in various degrees for any reason, congenitally or later, and who need protection, care, rehabilitation, counselling, and support services or people who have thalassemia or sickle cell anaemia (sickle-cell), and those whose conditions that have been reported by official authorities;

"Staff" means the academic and administrative staff working at the University;

"Rector" means the Rector of Cyprus International University;

"SDCC" means the Student Development and Counselling Centre operating under the University Rectorate,

"University" means Cyprus International University (CIU),

## PART TWO
## Authority and Responsibilities of SDCC regarding Disabled Students

**Authority and Responsibilities of SDCC** **4.** SDCC is responsible for determining and meeting the academic, technical, managerial, physical, accommodation, and social needs of disabled students registered at CIU,

SDCC takes the necessary precautions to ensure that disabled students benefit from education on equal terms with the other students.

## PART THREE
## Responsibilities of University, Academic Unit and Staff

**Responsibilities of Academic Unit and Staff** **5.**

**(1)** Heads of academic units are obliged to inform the staff working in the academic unit about these Regulations.

**(2)** Each unit and unit staff must treat and assist Students with Disabilities in accordance with the regulations of the University.

**(3)** By cooperating with disabled students, every academic unit and staff must protect the dignity, private life and privacy rights of students in cooperation with the Students with Disabilities.

**(4)** Each academic unit and staff shall ensure that they meet students 'requirements related to their disabilities or health problems in consultation with the University administration.

**Responsibilities of the University** **6.**

**(1)** The university administration carries out the studies related to the structuring of the buildings within the university in the most appropriate way on the campus for disabled students.

**(2)** In case of requests or complaints from the students, the University provides the necessary technical assistance within its means and conditions.

**(3)** On the condition that there is a need, the University administration provides guidance and counselling and special training opportunities in line with the university's equal opportunity principles, for disabled students to get them accustomed to university life.

**(4)** The University Administration takes into consideration the needs of disabled students during the assessment and evaluation processes.

**(5)** On the condition that there is a need, the University Administration provides psychological counselling to disabled students.

## PART FOUR
## Procedures and Principles Regarding Course Practices

**Course Practices**

**7.** Below are the principles and procedures of the course practices aiming to ensure equal opportunities in education by eliminating the problems that disabled students may encounter due to their disability before, during, and after the course, and to ensure that the success of disabled students is not adversely affected at their course practices:

**(1)** In classrooms with hearing-impaired students, regardless of whether the student uses a hearing aid or not, the seating arrangement is planned in such a way that they can easily see the lecturer/presenter,

**(2)** In classrooms with hearing-impaired students, the lecturer/presenter takes care to be facing in front of the classroom,

**(3)** Visually impaired students are allowed to record lectures on objective subjects, except for personal opinions and discussions, with a voice recorder,

**(4)** Since visually impaired students cannot benefit from visual materials, verbal descriptions are made available for the materials related to the lessons, so that the visually impaired students can follow and understand the material,

**(5)** It is ensured that the computers with sound are provided for visually impaired students in the practice lessons.

**(6)** A special care is given to create classrooms for physically disabled students on the most architecturally appropriate floors,

**(7)** In the classrooms where there are disabled students, the lecturer/presenter prepares the presentation, cine vision, overhead projector, etc. considering the disabled student groups.

**(8)** Within the scope of the implementation of the distance education process, the disabled student receives support from the CIU-UZEM unit.

## PART FIVE
## Procedures and Principles Regarding Exam Practices

**Exam Applications**

**8.** Below are the principles and procedures of exam practices aiming to ensure equal opportunity in education by eliminating the problems that disabled students may encounter due to their disability before, during, and after the exam and to ensure that the success of disabled students is not adversely affected at their exams:

**(1)** While planning the exam, it is taken into account whether there is a disabled student or not who will participate in the exam,

**(2)** During the determination of the exam places, the exams of the courses with physically disabled students are organized in accessible environments,

**(3)** Disabled students may be given additional time in exams depending on their disability,

**(4)** It is ensured that the announcements, reminders, or corrections to be made by the examiners regarding the exam or questions are made by taking into account the disability of disabled students,

**(5)** In case there is a need, it is ensured that disabled students take the exams with equipment (Hearing Aid, Telescopic Glasses, Prismatic Glasses, Magnifier, etc.),

**(6)** In case there is a need, disabled students are provided to write their exams in a computer environment,

**(7)** Question booklet or question paper is prepared in Braille (relief) or audio upon request of visually impaired students.

**(8)** Question booklet or question paper for students with low vision and partial vision loss is prepared in 16-18 font size or larger,

**(9)** Disabled students with visual, hearing, attention deficit, hyperactive, dyslexia - dysgraphia, etc. disabilities are provided to take the exam as a single person in halls where they will not be disturbed by others and will not disturb others,

**(10)** In case of need, the instructor who will accompany the written exams of the disabled students and who has a good command of the terminology of the department related to the exam can be assigned as a reader/marker.

**(11)** If necessary, disabled students are allowed to take the exam with their medicine, medical supplies, or liquids (insulin pump, etc.),

**(12)** If necessary, disabled students are allowed to meet their toilet and washbasin needs during the exam under the supervision of the examiner.

## PART SIX
## Final Provisions

**9.** The decision about any issues arising from the circumstances not covered in these regulations is given by the Senate.

**Executive Authority**

**10.** The present regulations are executed by the Rector of Cyprus International University.

**Enforcement**

**11.** These Regulations enter into force from the date it is approved by the Board of Trustees.